KONICA MINOLTA

The essentials of imaging

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User's Guide [Advanced Function Operations]

Introduction

Thank you for purchasing our products.

This User's Guide describes overview and usage of functions that are enabled by registering an optional license kit and functions that become available by connecting the MFP with applications. In order to use the functions effectively, please read this User's Guide.

The advanced functions are supported by the following models.

bizhub C650/C550/C451/C353/C253/C203

In order to operate the machine safely and properly, be sure to read the accompanying Quick Guide [Copy/Print/Fax/Scan/Box Operations].

For descriptions on trademarks and copyrights, refer to [Trademarks/Copyrights].

Illustrations shown in the User's Guide may differ from actual machine.

Contents

Introduction

Contents **x-2**
About this manual **x-5**
Configuration of this manual x-5
How to see pages x-6

1 Overview

1.1 Overview of functions **1-2**
1.1.1 Assignment of application keys 1-2
1.1.2 LK-101/LK-103 functions 1-2
1.1.3 LK-102/LK-103 functions 1-2
1.1.4 Functions connected with PageScope My Panel Manager 1-3

2 Assignment of application keys

2.1 Customizing application keys **2-2**
2.1.1 Application key and application menu 2-2
Application key 2-2
Application menu 2-3
2.1.2 Application Key Settings 2-3

3 Web browser function

3.1 Overview **3-2**
3.1.1 Available operations of the Web browser function 3-2
3.1.2 Specifications 3-2
3.2 Displaying the Web browser **3-3**
3.3 Basic screen of Web browser **3-4**
3.3.1 Screen layout 3-4
3.3.2 Operating instructions 3-4
Operating by touch panel 3-4
Operation by control panel 3-4
3.3.3 How to type in characters 3-5
Typing in characters/numbers 3-5
3.3.4 Display mode 3-5
Normal 3-5
Just-Fit Rendering 3-5
Smart-Fit Rendering 3-5
3.4 Toolbar **3-6**
3.4.1 Description of the toolbar 3-6
3.4.2 Bookmark (Displays) 3-6
3.4.3 Bookmark (Add) 3-7
3.4.4 URL Input 3-7
3.4.5 History 3-7
3.4.6 Print 3-7
3.4.7 Menu 3-8
3.5 Configuring the Web browser **3-9**
3.5.1 Page Tasks 3-9
3.5.2 View 3-9
3.5.3 Tab Tasks 3-9
3.5.4 Settings 3-9
3.6 Printing/Displaying a PDF file **3-11**
3.6.1 Printing a PDF file 3-11

3.6.2 Displaying a PDF file....3-11

4 PageScope Web Connection (Web browser function)

4.1 Using PageScope Web Connection....4-2
4.1.1 Overview....4-2
4.1.2 Accessing PageScope Web Connection....4-2
4.1.3 Web browser cache....4-2
4.2 Screen layout....4-4
4.3 Logging in and logging out....4-5
4.3.1 Logging in....4-5
4.3.2 Logging out....4-5
4.4 Using the User Box function....4-6
4.4.1 Opening user box....4-6
Opening user box....4-6
File List....4-7
4.4.2 Document operations....4-7
Printing....4-8
Deleting....4-9

5 Image Panel

5.1 Overview....5-2
5.2 Displaying the Image Panel....5-3
5.3 Operation of the Image Panel....5-4
5.3.1 Screen layout....5-4
5.3.2 Operation flow....5-5
5.3.3 Scanning documents....5-6
Scan....5-6
Load from user box....5-6
Load from external memory....5-7
5.3.4 Edit....5-8
Preview....5-8
Combine Documents....5-8
Return to Scan Dest.....5-8
5.3.5 Specify destination....5-9
Print....5-9
Specify a recipient....5-9
Save in external memory....5-10
5.3.6 Send To....5-10
5.4 Customizing the Image Panel....5-11
5.4.1 Customizing Data Source area....5-11
5.4.2 Customizing Data destination area....5-12
5.4.3 Deleting a registered shortcut icon....5-13

6 Photo registration

6.1 Registering photo to the address book....6-2
6.1.1 Photo data specifications....6-2
6.1.2 Registering a photo....6-2

7 PDF process functions

7.1 PDF process functions....7-2
7.1.1 Overview....7-2
7.1.2 Properties of PDF documents....7-2
7.1.3 Encryption and digital signature of PDF....7-3
Encrypting by using password....7-3
Encrypting by using digital ID....7-4

7.1.4 Direct Print 7-4

8 My Panel functions

8.1 Overview 8-2
8.1.1 Customizable parameters 8-2
8.1.2 Flow of the My Panel functions 8-2
8.1.3 Restrictions on using the My Panel functions 8-3
8.2 Displaying My Panel 8-4
8.2.1 Main Menu screen of My Panel 8-4
8.2.2 Displaying the Main Menu screen 8-4
8.3 Customizing My Panel 8-5
8.3.1 My Panel Settings 8-5
8.3.2 Displaying the My Panel Settings screen 8-5
8.3.3 Language Setting 8-6
8.3.4 Measurement Unit Settings 8-6
8.3.5 Copier Settings 8-6
Default Tab 8-6
Shortcut keys 8-7
8.3.6 Scan/Fax Settings 8-7
Default Tab 8-8
Address Book Index Default 8-8
Shortcut keys 8-8
Default Address Book 8-9
8.3.7 Color Selection Settings 8-9
8.3.8 Main Menu Settings 8-9
Main Menu Settings screen 8-9
Registering main menu keys 8-10
8.3.9 Initial Screen Settings 8-11

9 My Address Book function

9.1 Overview 9-2
9.1.1 Classifying the address book 9-2
Public address book 9-2
My Address Book 9-2
9.1.2 Flow of the My Address Book functions 9-2
9.1.3 Restrictions on using the My Address Book functions 9-3
9.2 Registering or editing an address 9-4
9.2.1 Address Book 9-4
9.2.2 Group 9-5
9.3 Copying registered addresses between the address books 9-7
9.3.1 Copying the addresses in the public address book to My Address Book 9-7
9.3.2 Copying the addresses in My Address Book to the public address book 9-7
9.4 Using My Address Book when sending 9-9
9.4.1 Specifying an address 9-9
9.4.2 Searching for an address 9-9

10 Index

10.1 Index 10-2

About this manual

This manual is a User's Guide describing overview and usage of functions that are enabled by registering an optional license kit and functions that become available by connecting the MFP with applications.

This manual is written for customers who understand basic operations of computers and this machine. For details on operating the Windows or Macintosh operating system or applications, refer to the operation guide for them.

Configuration of this manual

This manual consists of the following chapters.

Chapter 1 Overview

Chapter 2 Assignment of application keys

Chapter 3 Web browser function

Chapter 4 PageScope Web Connection (Web browser function)

Chapter 5 Image Panel

Chapter 6 Photo registration

Chapter 7 PDF process functions

Chapter 8 My Panel functions

Chapter 9 My Address Book function

Chapter 10 Index

How to see pages

Detail
Text highlighted in this manner provides more detailed information concerning operating procedures or references to sections containing additional information. If necessary, refer to the indicated sections.

Subject titles

Explains the summary of an item for the title.

Note
Text highlighted in this manner contains references and supplemental information concerning operating procedures and other descriptions. We recommend that this information be read carefully.

[ ]
Names as shown above indicate buttons on the screen.

Touch panel screens are shown to check the actual display.

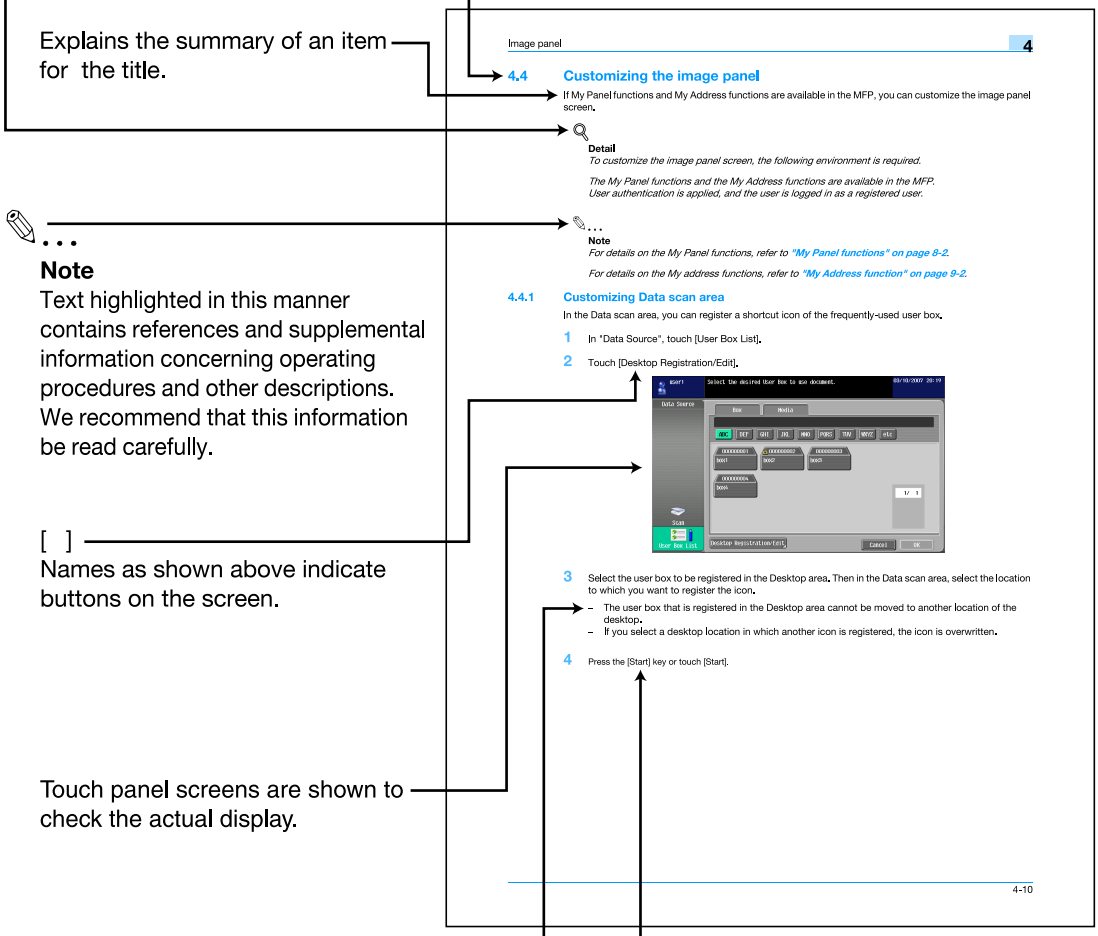


Image panel
4
4.4 Customizing the image panel
If My Panel functions and My Address functions are available in the MFP, you can customize the image panel screen.
Detail
To customize the image panel screen, the following environment is required.
The My Panel functions and the My Address functions are available in the MFP.
User authentication is applied, and the user is logged in as a registered user.
Note
For details on the My Panel functions, refer to "My Panel functions" on page 8-2.
For details on the My address functions, refer to "My Address function" on page 9-2.
4.4.1 Customizing Data scan area
In the Data scan area, you can register a shortcut icon of the frequently-used user box.
1 In "Data Source", touch [User Box List].
2 Touch [Desktop Registration/Edit].
3 Select the user box to be registered in the Desktop area. Then in the Data scan area, select the location to which you want to register the icon.
– The user box that is registered in the Desktop area cannot be moved to another location of the desktop.
– If you select a desktop location in which another icon is registered, the icon is overwritten.
4 Press the [Start] key or touch [Start].
4-10

Text that appears in this manner describes supplemental information, such as precautions, references and actions, relating to steps.

[ ]
Names as shown above indicate keys on the control panel, buttons in the touch panel, and the power switches.

(The page shown above is an example only.)

1 Overview

1 Overview

1.1 Overview of functions

An overview of functions is described in this chapter. For details of each function, refer to the corresponding section.

Detail
To use the advanced functions, an optional upgrade kit UK-201 is required.

1.1.1 Assignment of application keys

Using the application keys, display can be switched to the Web browser, Image Panel or My Panel. In addition, the application keys can be customized. For details, refer to **"Assignment of application keys" on page 2-2**.

1.1.2 LK-101/LK-103 functions

The following functions are available by registering LK-101/LK-103 to MFP.

Note
For details on registering LK-101/LK-103 to MFP, refer to the Quick Guide [Copy/Print/Fax/Scan/Box Operations].

If charging management device is installed on the MFP, LK-101 or LK-103 cannot be registered.

If authentication is performed with PageScope Authentication Manager, Web browser function is not available.

Function	Overview	Page reference
Web browser	By using the control panel of the MFP connected to the network, you can access to the Internet or intranet and display or print the contents. Also, through a Web browser, you can operate PageScope Web Connection of the MFP connected to the network and use documents saved in user boxes.	p. 3-2 p. 4-2
Image Panel	Image Panel is a new user interface of the control panel which provides a new operability to the control panel with intuitive and user friendly operation.	p. 5-2
Photo registration	By using PageScope Web Connection, you can add photo data to a registered address book entry. The registered photos are reflected to the Destination List of the Image Panel.	p. 6-2

1.1.3 LK-102/LK-103 functions

The following functions are available by registering LK-102 or LK-103 to the MFP.

Note
For details on registering LK-102/LK-103 to the MFP, refer to the Quick Guide.

Function	Overview	Page reference
PDF process	When transmitting documents in PDF format using the scan or user box functions, you can encrypt PDF file with password or digital ID, add a digital signature and specify properties.	p. 7-2

1.1.4 Functions connected with PageScope My Panel Manager

The following functions are available by connecting with applications. To use the function, establish the environment, and then enable the function from the application side.

Note

For details on establishing the environment, refer to the manual for the application.

The functions to connect with applications should be enabled from the application side. For details on enabling the function, refer to the manual for the application.

Function	Overview	Page reference
My Panel	With the My Panel function, the environment of the control panel (My Panel) customized depending on the application by a user is centrally managed on the server, and the user can use the My Panel obtained from the selected MFP.	p. 8-2
My Address Book	With the My Address Book function, the personal address book (My Address Book) is centrally managed on the server, and a user can use the My Address Book obtained from the selected MFP.	p. 9-2

2 Assignment of application keys

2 Assignment of application keys

2.1 Customizing application keys

To use advanced functions of the MFP, application keys can be customized.

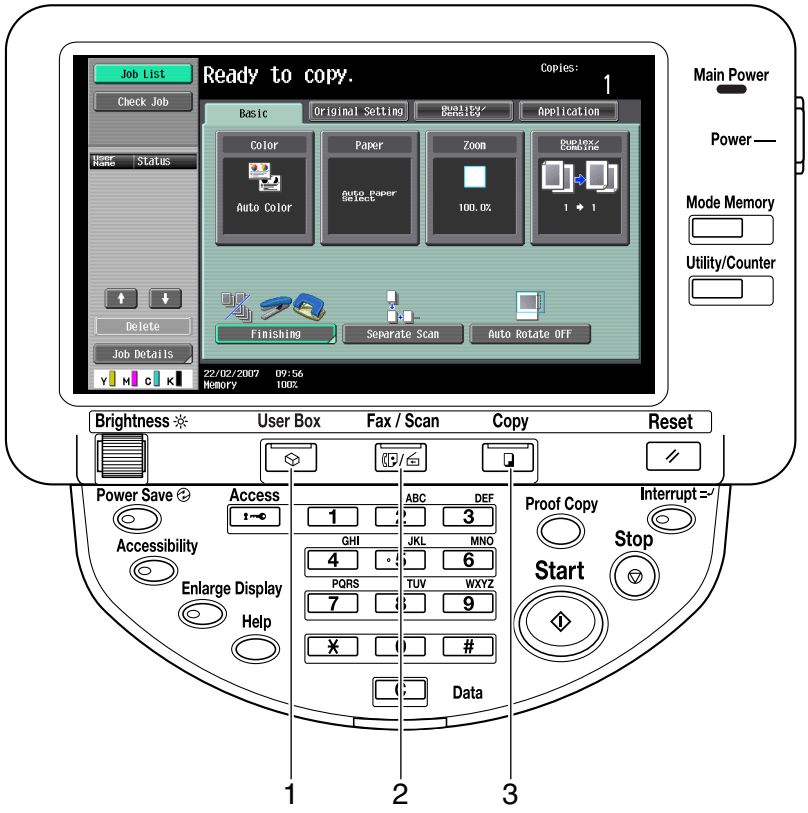
2.1.1 Application key and application menu

Application key

The functions added as advanced functions can be assigned to the application keys.

Note

If application key assignment is changed, paste the appropriate label stickers provided with the upgrade kit UK-201 over the labels on the control panel to change the label indication, as necessary.



No.	Part Name	Description
1	Application menu key	Press this key to display the Application menu. You cannot assign any other function to this key. For details on Application menu, refer to "Application menu" on page 2-3.
2	Application key 1	As a default, the scan/fax mode is assigned. The administrator can assign another function to this key. For details on assigning functions, refer to "Application Key Settings" on page 2-3.
3	Application key 2	As a default, the copy mode is assigned. The administrator can assign another function to this key. For details on assigning functions, refer to "Application Key Settings" on page 2-3.

Application menu

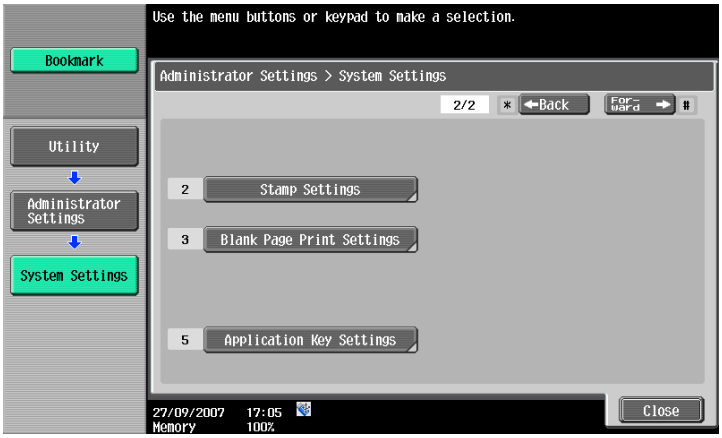
To use the advanced functions of the MFP, press the [Application menu] ([User Box]) key to display the Application menu.

To use functions not assigned to the application key 1 or 2, you can switch the screen display for each function from the Application menu.

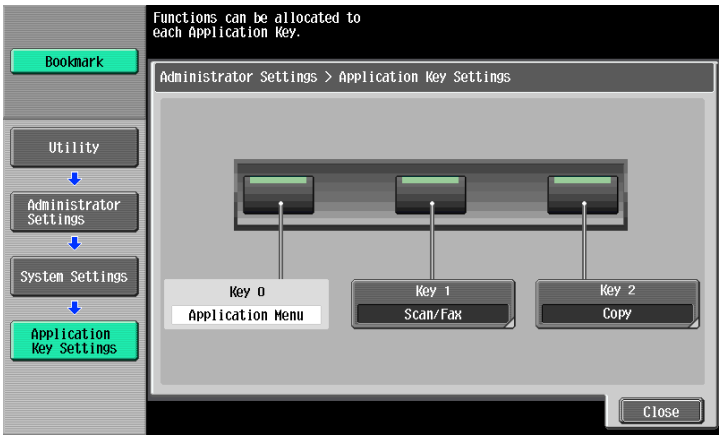
2.1.2 Application Key Settings

In "Application Key Settings", assign the functions added by advanced functions to the application keys.

1. Press the [Utility/Counter] key to display the Utility screen.
2. Touch [Administrator Settings].
3. Type in the administrator password, and then touch [OK].
4. Touch [System Settings].
5. In the System Settings screen (2/2), touch [Application Key Settings].



6 Select the application key to assign the function.



7 Select the function to be assigned.

– If authentication is performed with PageScope Authentication Manager, Web browser function is not assigned to the application keys.

8 Touch [OK].

3 Web browser function

3 Web browser function

3.1 Overview

Web browser function is a feature to access contents on the Internet or intranet from the control panel on the MFP connected to the network, to display or print the contents.

Detail
This function is available on the MFP to which LK-101 or LK-103 is registered.

3.1.1 Available operations of the Web browser function

Web browser function is capable of the following operations:

- Displaying and printing contents of the Internet or intranet.
- Displaying and printing PDF files on the Internet or intranet.
- Using PageScope Web Connection of other MFP currently used or connected to the network to handle documents in user boxes.

Note
For details on using the Page Scope Web Connection, refer to *"PageScope Web Connection (Web browser function)" on page 4-2**.*

3.1.2 Specifications

The main specifications of the Web browser installed in the MFP are as follows.

Item	Specifications
Browser engine	NetFront
Supported protocols	HTTP, HTTPS, TCP/IP
Supported markup/script languages	HTML, CSS, JavaScript
Supported image formats	JPEG, BMP, PNG, GIF, Animation GIF, PDF
Supported SSL/TLS versions	SSL 2.0, SSL 3.0, TLS 1.0
Supported character codes	Japanese (Shift-JIS), Japanese (ISO-2022-JP), Japanese (EUC-JP), Simplified Chinese (GB2312), Traditional Chinese (Big5), Western (ISO-8859-1), Unicode (UTF-8)
Display modes	Normal, Just-Fit Rendering, Smart-Fit Rendering
Option	Adobe® Reader® LE

3.2 Displaying the Web browser

Use the Application menu to display the Web browser.

Touch [Web Browser] on the Application menu to display a page specified as the home page.

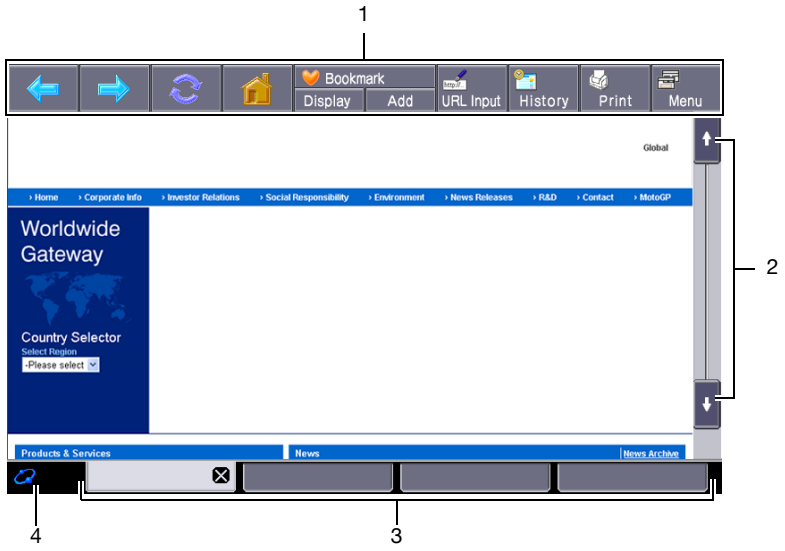
Note

For details on Application menu, refer to "Assignment of application keys" on page 2-2.

3.3 Basic screen of Web browser

3.3.1 Screen layout

The Web browser screen consists of the following:



No.	Part Name	Description
1	Toolbar	Used for operation and configuration of Web browser. The toolbar resides on the Web browser screen. For details on the toolbar, refer to "Toolbar" on page 3-6.
2	Scroll bar	When a content does not fit to the screen in length, the scroll bar appears on the right side. When a content does not fit to the screen in width, the scroll bar appears at the bottom.
3	Tabs	Tabs are displayed. The tab manages multiple contents to display alternately. Touch [x] of the active tab to close the tab.
4	Icon	An icon is displayed while loading a content.

Note

When operating the touch panel, use the touch pen provided with the optional upgrade kit UK-201 for easier operation.

3.3.2 Operating instructions

Operating by touch panel

Use the touch panel mainly for operating Web browser installed in the MFP.

- Touching the panel directly enables you to jump to the linked page or select an item.
- By touching an input form within a content, a keyboard screen appears allowing you to type in characters.
- To scroll the screen, touch [↑][↓][←][→], then the screen is scrolled a certain distance.
- By touching each button of toolbar on the top of screen, various operations and configurations are possible.

Operation by control panel

You can use keypad on the control panel and touch a desired key to type in numbers or select items displayed in the list.

3.3.3 How to type in characters

When touching an input form within a dialog or content, a keyboard screen appears allowing you to type in characters.

Typing in characters/numbers

Touch the button for a desired character from the on-screen keyboard.

- To type in uppercase letters or symbols, touch [Shift].
- Numbers can also be typed in using the keypad.

Detail

To save a form history, touch "Input" from the dropdown list of Input history, then a keyboard screen appears.

To change a character in the entered text, touch [←] and [→] to move the cursor to the character to be changed, touch [Delete], and then type in the desired letter or number.

To clear all entered characters, touch [C].

To resume the setting when the keyboard was displayed, touch [Undo].

Some buttons may not appear depending on the characters being entered.

When entering on multiple rows is available, the return key appears.

3.3.4 Display mode

There are the following three types of displays mode for the Web browser screen.

Normal

In the same display mode as a normal Web browser, it is displayed regardless of the screen size. Use the scroll bar to scroll up or down, or to the left or right on the screen to view. As a default, the display is in the normal mode.

Just-Fit Rendering

The layout is maintained and a page is displayed by reducing its width to fit the screen. Use the scroll bar to scroll up or down on the screen to view.

Smart-Fit Rendering

A table is split vertically to fit the width of the screen. Use the scroll bar to scroll up or down on the screen to view. The layout may be changed depending on the page to display.

Note

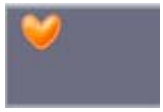
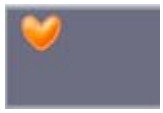
For details on changing the display mode, refer to "View" on page 3-9.

3.4 Toolbar

Various operations and configurations are possible using the toolbar at the top of the Web browser screen.

3.4.1 Description of the toolbar

Description of each button of the toolbar is as follows:

Icon	Part Name	Description
	Back	Returns to the previous page.
	Next	Proceeds to the next page.
	Reload/Abort	Reloads the currently displayed page to update its contents. Aborts the loading while loading a page.
	Home	Displays the page registered as the home page. As a default, "http://konicaminolta.com/" is registered as the home page. For details on changing the home page, refer to "Page Tasks" on page 3-9.
	Bookmark (Displays)	Displays the registered bookmark list. For details, refer to "Bookmark (Displays)" on page 3-6.
	Bookmark (Add)	Adds the URL of the current page to the bookmark list. For details, refer to "Bookmark (Add)" on page 3-7.
	URL Input	Enter the URL of desired page to display. For details, refer to "URL Input" on page 3-7.
	History	Displays the list of pages previously displayed. For details, refer to "History" on page 3-7.
	Print	Prints the currently displayed contents. For details, refer to "Print" on page 3-7.
	Menu	Changes the Web browser configuration. For details, refer to "Menu" on page 3-8.

3.4.2 Bookmark (Displays)

Touch [Display] to display the registered bookmark list. Select a bookmark to access the desired URL.

Touch to view the list of available operations for the item and select the desired operation. The following operations can be selected.

Item	Description
Open in New Tab	Loads the selected bookmark with a new tab.

Item	Description
Edit	Edits the title and address of the selected bookmark.
Display by Address	Displays the bookmark list by address.
Display by Title	Displays the bookmark list by title.
Move Up	Moves the selected bookmark upward.
Move Down	Moves the selected bookmark downward.
Delete	Deletes the selected bookmark.
Delete All	Deletes all the registered bookmark.

3.4.3 Bookmark (Add)

Touch [Add] to add the URL of the current page to the bookmark list.

The title registered is that given to the content in advance. To change the title, edit the title from the bookmark list after adding it once to the list.

3.4.4 URL Input

Touch [URL Input] to display the address input screen.

Touch the input form to display a keyboard screen. Type in the desired URL, and then touch [OK] or [Open in New Tab].

Touch [Input History] to display the list for input history and refer to your previous inputs.

Detail

You can see that the URL of the current page has been entered in the address input screen. The URL can be deleted by touching [Delete] after displaying a keyboard screen. All the entered URLs can be deleted by pressing the [C] (clear) key from the control panel.

3.4.5 History

Touch [History] to display the screen that lists the display history. You can select the page you desire to access again from the list.

Touch to view the list of available operations for the item and select the desired operation. The following operations can be selected.

Item	Description
Open in New Tab	Loads the selected history with a new tab.
Display by Address	Displays the history list by address.
Display by Title	Displays the history list by title.
Delete	Deletes the selected history.
Delete All	Deletes all the histories.

3.4.6 Print

Touch [Print] to display a screen to print a Web page. Touch [Start] or press the [Start] key after specifying the print settings prints the current contents.

Item	Description
Color	Specify a color mode.
2-Sided Print	Select whether or not to print in the 2-sided format.
Paper	Specify the paper size.
Printing	Select whether or not to print the title, date, or URL. Title and date are printed on the header, while URL on the footer.
Finishing	Configuration for Sort, Group, Offset, Staple, and Punch can be specified.

Detail

The selectable items differ depending on the installed options.

3.4.7 Menu

Touch [Menu] to change the configuration of the Web browser.

For details on the menu, refer to **"Configuring the Web browser" on page 3-9**.

3.5 Configuring the Web browser

Touch [Menu] on the toolbar to change the configuration of the Web browser.

3.5.1 Page Tasks

The Page Tasks tab allows you to register the home page or operate Page Memo.

Item	Description
Set as Home Page	Registers the current page as the home page.
Page Memos	Displays a list of pages saved as Page Memo. Selecting the Page Memo from the list displays the desired page. Touch to view the list of available operations for the item and select the desired operation.
Save as Page Memo	Saves the current page as it appears on the screen.

3.5.2 View

The View tab allows you to configure displays of contents.

Item	Description
Display Mode	Select display mode of the Web browser screen from "Normal", "Just-Fit Rendering" and "Smart-Fit Rendering". For details on the display mode, refer to "Display mode" on page 3-5.
Encoding	Specify the character code to display contents.
Advanced Settings	Configure details of the contents display. Image: Select this check box to display images. Animation: Select this check box to display animation GIF. Table: Select this check box to recognize a table to adjust the layout. JavaScript: Select this check box to enable JavaScript embedded in a content. CSS: Select this check box to enable CSS embedded in a content. Word Wrap: Select this check box to enable word wrap in a content. Japanese hyphenation check: Select this check box to enable japanese hyphenation check in a content. Rapid-Render: Select this check box to enable the Rapid-Render function. Pop-Up window: Select this check box to display pop-up windows.
Selected Color	Select the color for selected item from Green, Blue, Yellow and Orange.

3.5.3 Tab Tasks

The Tab Tasks tab allows you to operate the tabs.

Item	Description
Create New Tab	Displays the contents of the URL registered as the home page with a new tab.
Open in New Tab	Displays the linked page with a new tab.
Close This Tab	Closes the active tab.
Close Other Tabs	Closes all the tabs. This item is not selectable when only one tab is opened.

Detail

Up to five tabs can be opened.

3.5.4 Settings

The Settings tab allows you to specify the settings for security, Cookie, cache and proxy, and display browser information.

Item	Description
Security	Enables SSL/TLS, displays Root certificate or CA certificate, or imports client certificate.
Cookies	Specifies the receipt of Cookie, or deletes the Cookie.
Cache	Enables and configures the cache, or deletes the cache.

Item	Description
Proxy	Enables and configures the proxy server. When the proxy is enabled, register the address and port of the proxy server.
Form Input History	Selects whether or not to save the form history. The saved form history can also be deleted.
Browser Information	Displays the Web browser information

3.6 Printing/Displaying a PDF file

When the currently displayed content has a link to a PDF file, the PDF file can be printed or displayed.

Touch the link to a PDF file in the current content to display the following screen.

3.6.1 Printing a PDF file

Touch [Print] to display a screen to print a PDF file. After specifying the print settings as necessary, touch [Start] or press the [Start] key to download and print the PDF file.

Item	Description
Color	Specify a color mode.
2-Sided Print	Select whether or not to print in the 2-sided format.
Paper	Specify the paper size.
Finishing	Configuration for Sort, Group, Offset, Staple, and Punch can be specified.

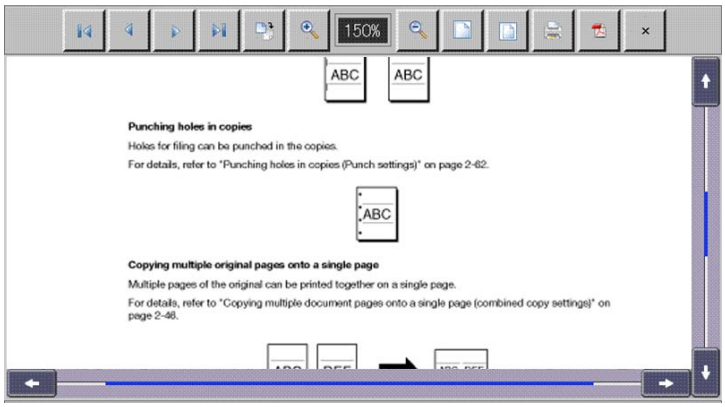
Detail

If the downloaded PDF file is encrypted, the PDF file is saved in the PDF user box instead of being printed.

The selectable items differ depending on the installed options.

3.6.2 Displaying a PDF file

Touch [View] to display the linked PDF file. With the toolbar at the top of the screen, the PDF file can be enlarged, reduced or printed.


150%
ABC
ABC
Punching holes in copies
Holes for filing can be punched in the copies.
For details, refer to "Punching holes in copies (Punch settings)" on page 2-62.
ABC
Copying multiple original pages onto a single page
Multiple pages of the original can be printed together on a single page.
For details, refer to "Copying multiple document pages onto a single page (combined copy settings)" on page 2-46.

4 PageScope Web Connection (Web browser function)

4 PageScope Web Connection (Web browser function)

4.1 Using PageScope Web Connection

Through the Web browser installed in MFP, you can operate PageScope Web Connection of the MFP connected to the network and use documents saved in user boxes.

Detail
This function is available on the MFP to which LK-101 or LK-103 is registered.

It is also required that LK-101 or LK-103 is registered in the destination MFP.

4.1.1 Overview

PageScope Web Connection is a device management utility supported by the HTTP server integrated into the printer controller. By using the Web browser and directly accessing the MFP connected to the network, you can use the PageScope Web Connection.

PageScope Web Connection is usually accessed from the Web browser on a computer, though it can also be accessed from the Web browser installed in the MFP if available.

When you access the Page Scope Web Connection from the Web browser on a computer, various operations such as checking the MFP status, changing settings, or configuring the network are available.

On the other hand, when you access Page Scope Web Connection from the Web browser installed in the MFP, the User Box function is the only function accessible from the MFP. This chapter describes how to use the PageScope Web Connection through the Web browser installed in the MFP.

4.1.2 Accessing PageScope Web Connection

1. Start the Web browser on the MFP.
2. From the toolbar, touch [URL Input]
3. Touch the input form to display a keyboard screen.
4. Type the desired IP address of the MFP to access, and then touch [OK].
5. Touch [OK] or [Open in New Tab].

   The PageScope Web Connection screen appears.

Note
For details on the Web browser function, refer to "Web browser function" on page 3-2.

Detail
You can see that the URL of the current page has been entered in the address input screen. The URL can be deleted by touching [Delete] after displaying a keyboard screen. All the entered URLs can be deleted by pressing the [C] (clear) key from the control panel.

4.1.3 Web browser cache

The most recent information may not appear in the PageScope Web Connection screen because older versions of pages are saved in the cache for the Web browser. In addition, problems may occur when the cache is used. When using PageScope Web Connection, disable the cache for the Web browser.

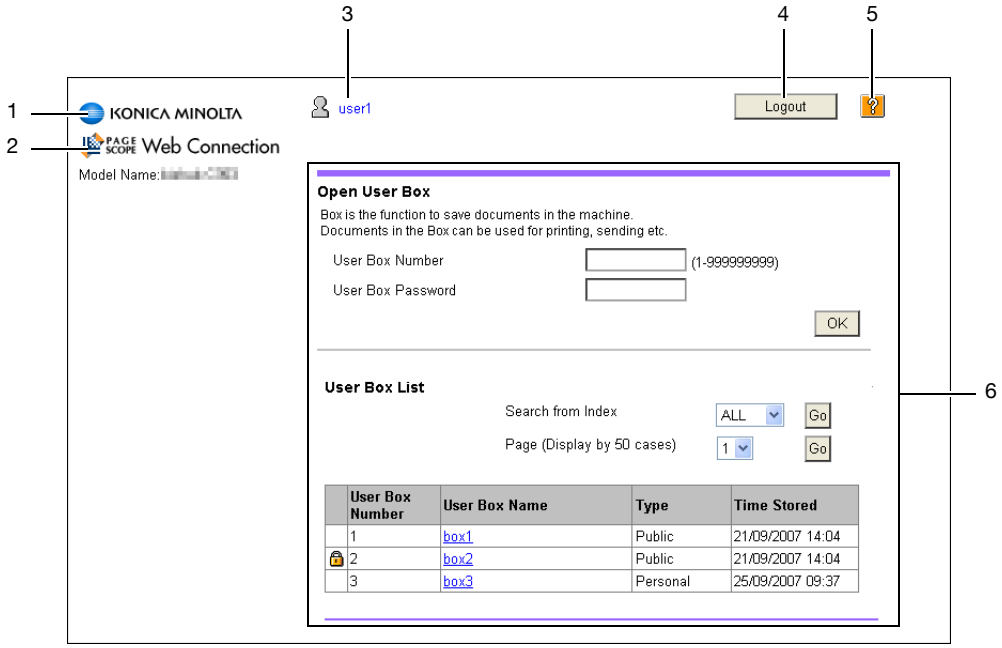
1. Touch [Menu] from the toolbar of the Web browser.
2. Touch the Settings tab, and then select "Cache".
3. Clear the "Use cache" check box, and then touch [OK].

Note

For details on the Web browser settings, refer to "Configuring the Web browser" on page 3-9.

4.2 Screen layout

The pages of PageScope Web Connection are constructed as shown below.



No.	Name	Description
1	KONICA MINOLTA logo	Touch the logo to access the KONICA MINOLTA Web site (http://konicaminolta.com/).
2	PageScope Web Connection logo	Touch the logo to display the version information for PageScope Web Connection.
3	Login user name	Displays the icon of the current mode and the name of the user who is logged in (public, registered user name and account name).
4	[Logout]	Touch to log out from the current mode.
5	Help	Allows you to refer to the online help manual.
6	Contents	Displays the contents of PageScope Web Connection.

4.3 Logging in and logging out

If user authentication or account track is performed on the MFP, the login screen appears to use the PageScope Web Connection.

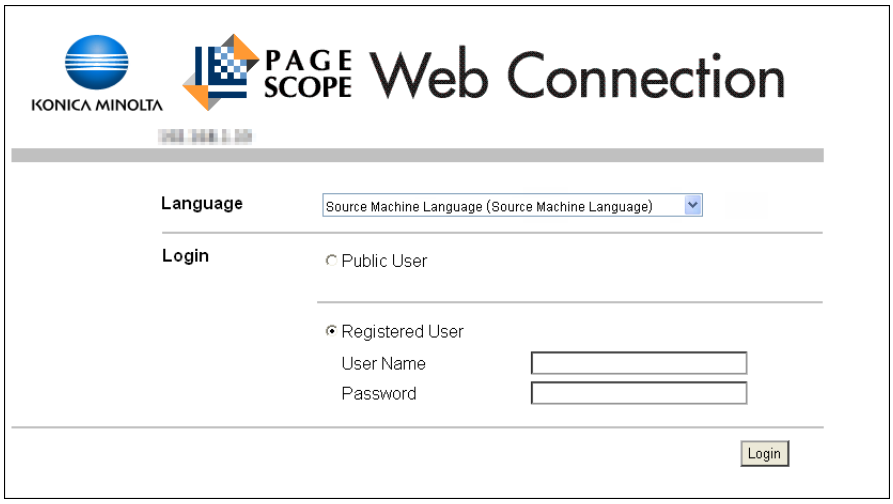
Detail

If user authentication or account track is not performed on the MFP, the screen appears showing that you have logged in as a public user.

If accessed from the Web browser on the MFP, PageScope Web Connection cannot be used in the administrator mode.

4.3.1 Logging in

Select whether to log in as a public user or a registered user. Enter the necessary information, and then touch [Login]. The display language can be selected as necessary.

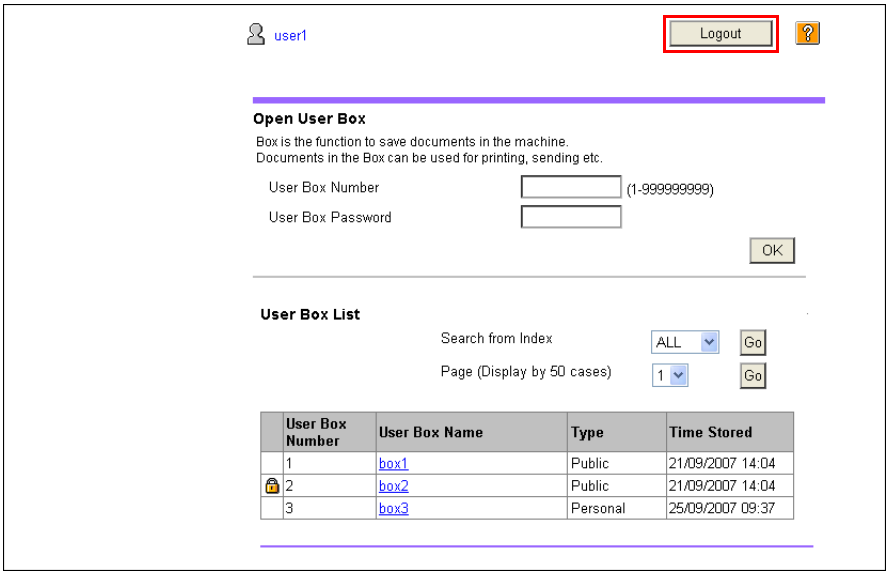


Note

Accessible boxes differ depending on the logged in user or account.

4.3.2 Logging out

When you touch [Logout] on the upper right of the screen, a confirmation screen for logging out appears. Touch [OK] to return to the login screen.



4.4 Using the User Box function

When you access PageScope Web Connection through the Web browser on the MFP, the following operations are available as the User Box function.

- Handling documents in user boxes of the MFP currently used or other MFP connected to the network.
- Public user box, personal user box and group user box are available for the box types.
- Displaying, printing and deleting documents in the user box.

4.4.1 Opening user box

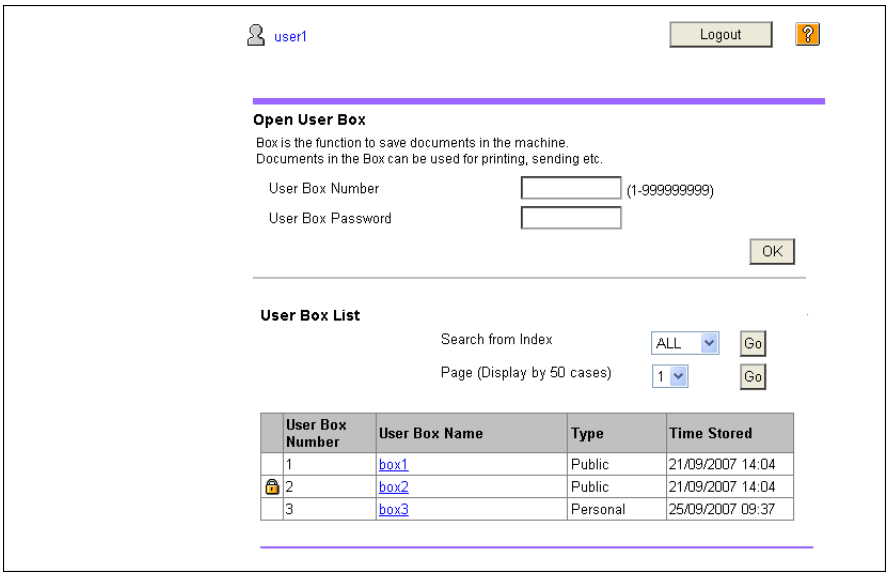
When you log in with the PageScope Web Connection, a list of user boxes (public, private and group user boxes) that have been created in the accessed MFP appears.

Opening user box

From the user box list, select the name of the desired user box or type in the user box number and password, and then touch [OK].

Detail

When you touch the name of a user box, a page for entering the password appears if a password has been specified for the user box.



Open User Box

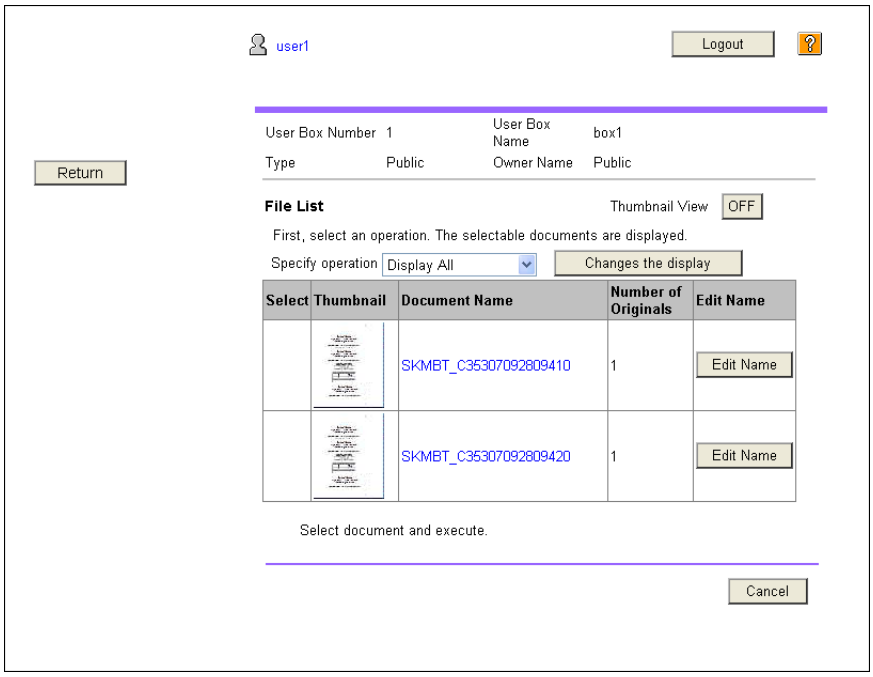
Item	Description
User Box Number	Type in the number of the user box to be opened.
User Box Password	Type in the password if one has been specified for the user box.

User Box List

Item	Description
Search from Index	Displays the list of user boxes according to the index selected when the user box was created.
Page (Display by 50 cases)	Specifies the page to be displayed if there are more than 50 user boxes.
User Box List	Displays the user box number, user box name, user box type and date/time that the box was created. A key icon appears beside the user box where a password has been specified.

File List

When you select a box from "Open User Box", a screen appears showing the basic user box information and the list of documents saved in the user box.



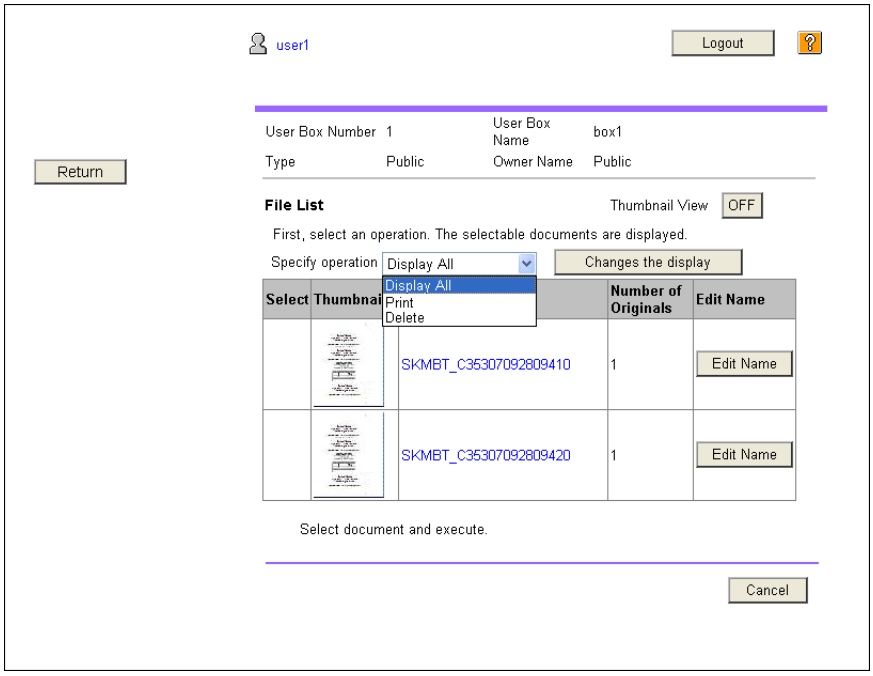
Item	Description
Thumbnail View	Select whether or not to display thumbnail images of the documents.
Specify operation	Select the operation to be performed with the document. For details, refer to "Document operations" on page 4-7.
[Changes the display]	Displays the "Select" check box beside the documents for which the selected operation is possible.
Select	A check box appears beside the documents with which the selected operation can be performed.
Thumbnail	Displays the thumbnail images of documents.
Document Name	Displays the name of the document.
Number of Originals	Displays the number of originals.
[Edit Name]	The document name can be changed.

4.4.2 Document operations

The selected documents can be printed or deleted.

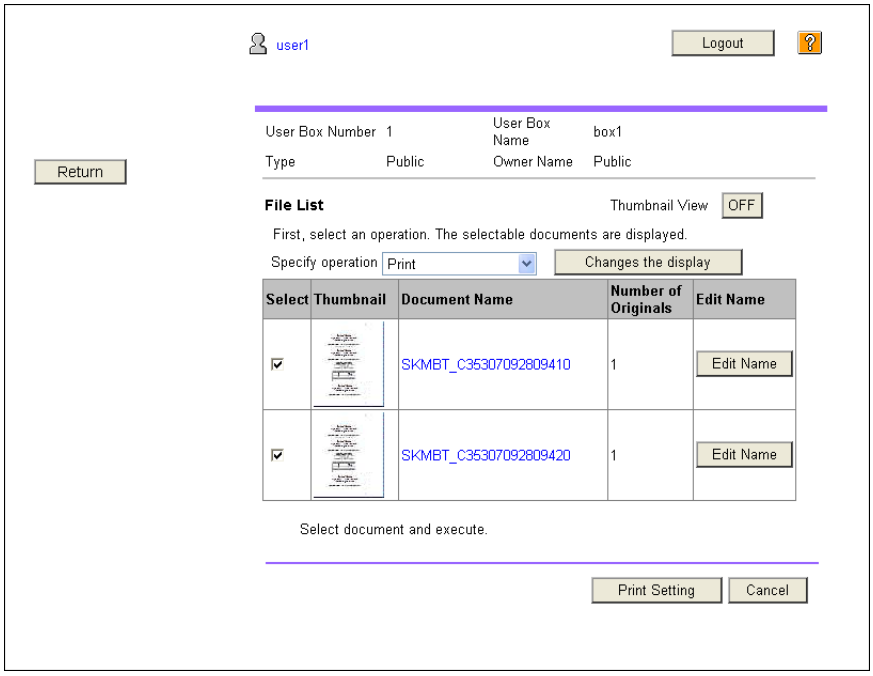
Printing

1 Select "Print" from "Specify operation", and then touch [Changes the display].



A check box appears beside the documents that can be printed.

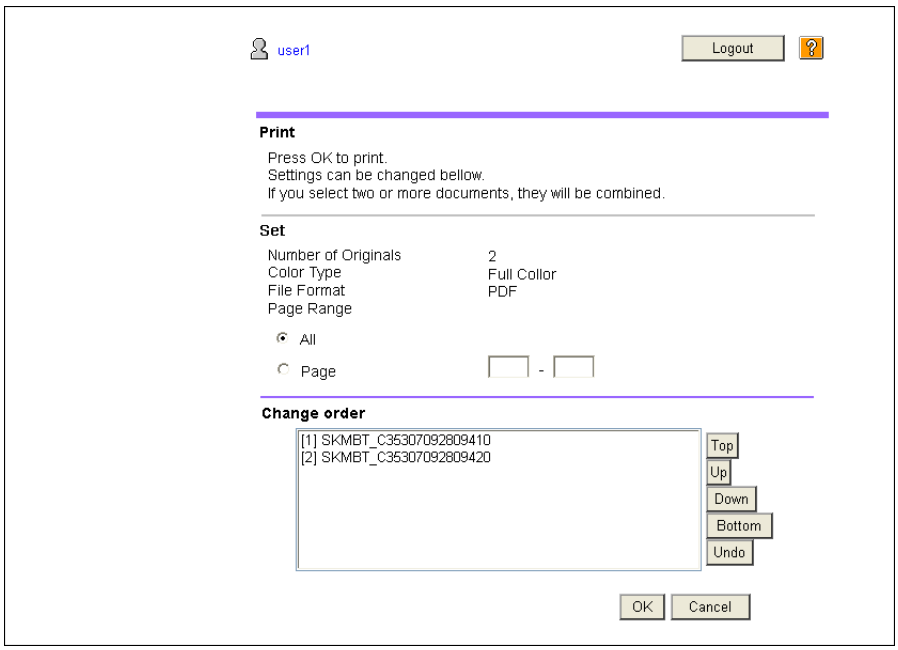
2 Select the check box beside the document to be handled, and then touch [Print Setting].



3 Specify the desired settings, and then touch [OK].

– For "Page Range", select whether to print all pages of the selected document, or to specify the pages to print.

– "Change order" enables you to change the order to print when you print multiple documents.



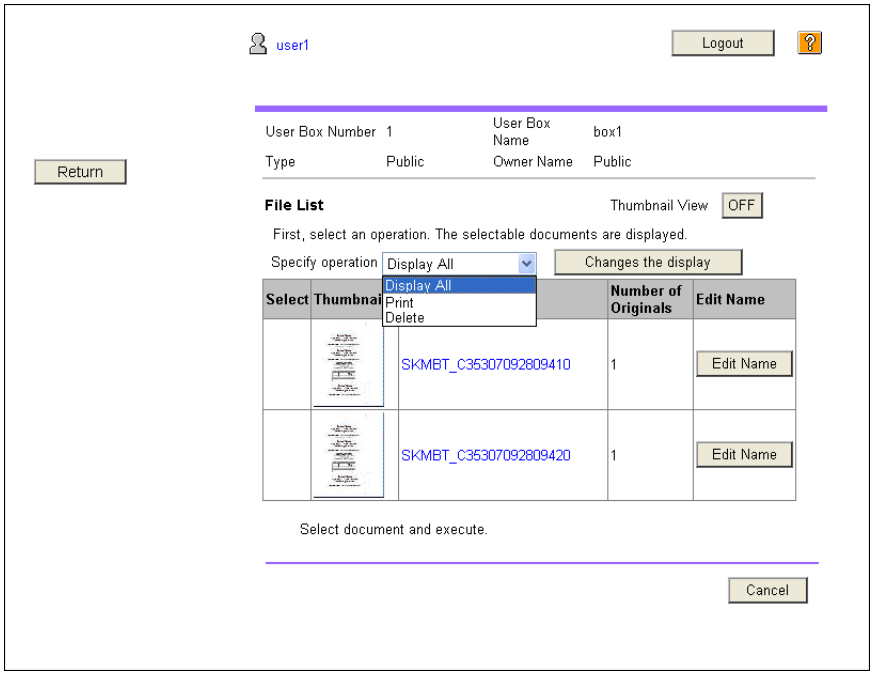
4 Touch [Open File].

After the download is completed, the PDF file of the document will be displayed on the panel.

5 Touch [Print].

Deleting

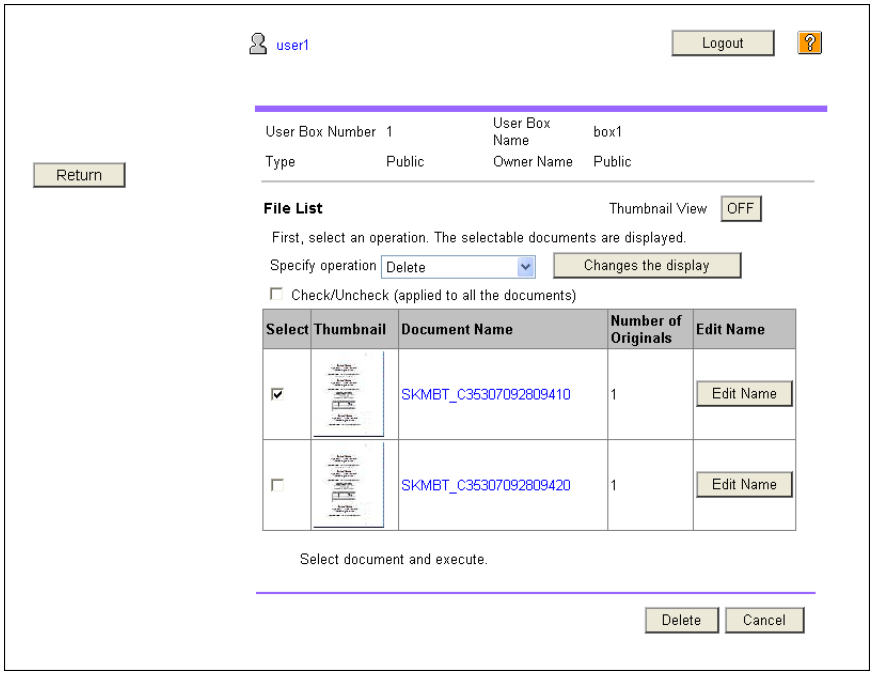
1 Select "Delete" from "Specify operation", and then touch [Changes the display].



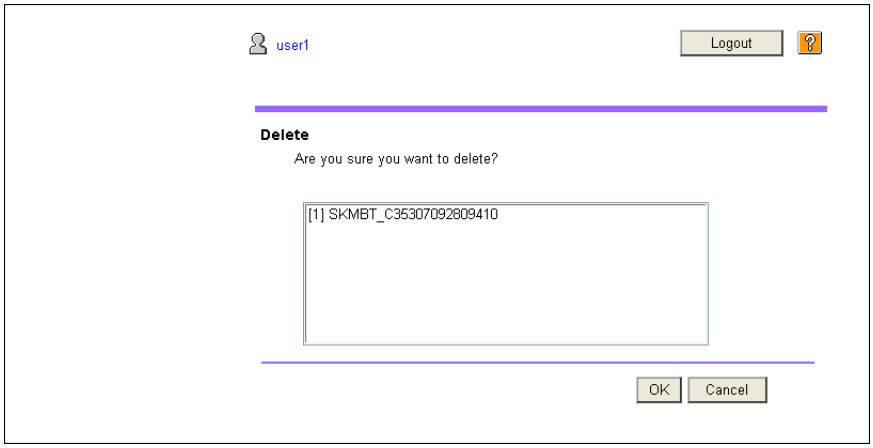
A check box appears beside the documents that can be deleted.

2 Select the check box beside the document to be handled, and then touch [Delete].

– Selecting the "Check/Uncheck (applied to all the documents)" check box to select all the documents.



3 Confirm the name of the document to be deleted, and then touch [OK].



5 Image Panel

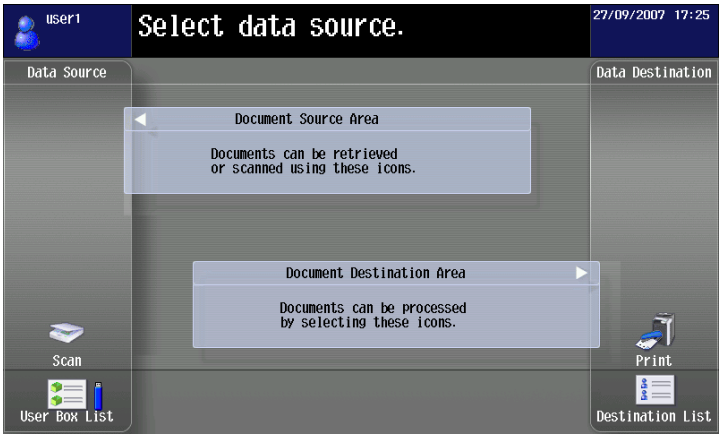
5 Image Panel

5.1 Overview

The Image Panel is a new control panel user interface that provides a new level of operability including intuitive and user friendly operation to the control panel.

Detail

This function is available on the MFP to which LK-101 or LK-103 is registered.



In the Image Panel, the operation workflow is divided into three steps: "scanning documents", "editing", and "specifying the destination", all of which can be carried out on a single screen. As a result, the whole operation workflow can be easily grasped and it is easy to see what operation is being performed at the moment. In addition, for better operability, some of the functions available in the former models have been omitted from the Image Panel.

If My Panel functions and My Address Book functions are available in the MFP, you can customize the Image Panel screen.

5.2 Displaying the Image Panel

Use the Application menu to display the Image Panel.

Touch [Image Panel] on the Application menu to display the Image Panel.

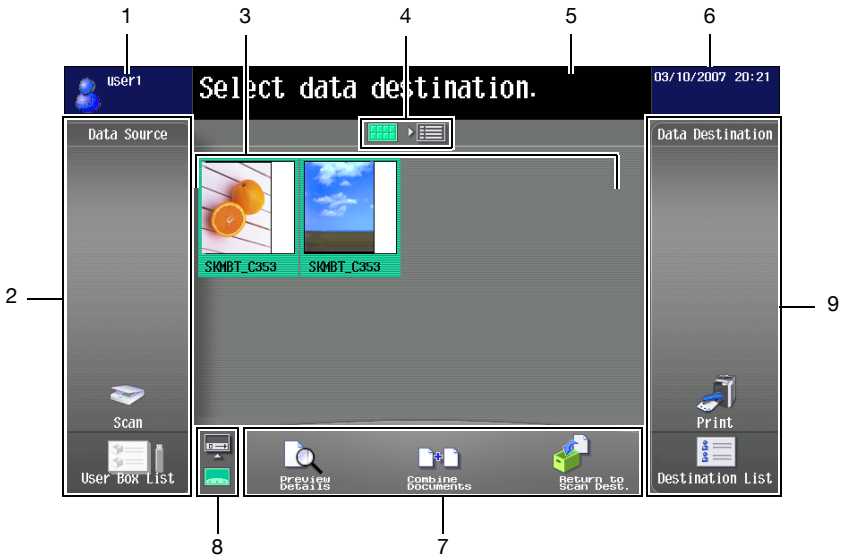
Note

For details on Application menu, refer to "Assignment of application keys" on page 2-2.

5.3 Operation of the Image Panel

5.3.1 Screen layout

The Image Panel screen consists of the following:



No.	Name	Description
1	Login information area	Displays the name and icon of the user currently logged in.
2	Data Source area	Select "Scan", "User BOX List" or "Media" for scanning documents.
3	Desktop area	Displays the scanned documents from the Data scan area in thumbnails or list form.
4	List/thumbnail selector	Use this button to switch the Desktop area display between list and thumbnail form.
5	Message area	Displays supplementary messages such as the operation procedure.
6	Status area	Displays the date and current time. In addition, displays warning icons when a warning occurs.
7	Send To/Edit tool area	In the Send To area, a destination selected in the Data destination area is displayed as an icon. Using the Edit tool, you can edit scanned documents.
8	Send To/Edit tool selector	Use this button to switch between the Send To and Edit tool area.
9	Data destination area	Specify the destination for scanned documents.

5.3.2 Operation flow

This section describes the operation flow from scanning documents until sending them, by operating the Image Panel in the order of "scanning documents", "editing" and "specifying the destination".

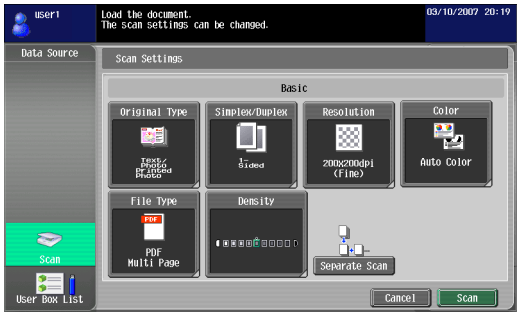
Note

It is also possible to specify the destination first, and then scan documents.

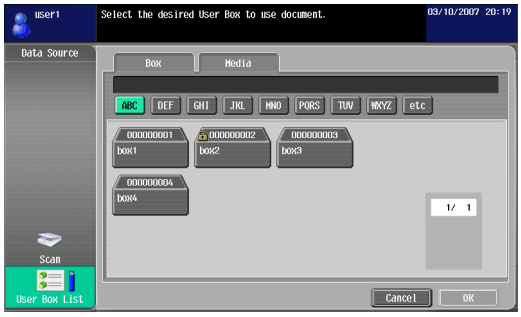
Scan the document in the Data Source area.

- To scan an original, position the original and then touch [Scan]. Specify the scan settings as required, and then start scanning. For details, refer to "Scan" on page 5-6.
- To use a document saved in a user box, select a user box from [User Box List], and select a document to be loaded. For details, refer to "Load from user box" on page 5-6.
- To use a document saved in an external memory, select the Media tab in the User Box List screen, and then select a document to be loaded. For details, refer to "Load from external memory" on page 5-7.

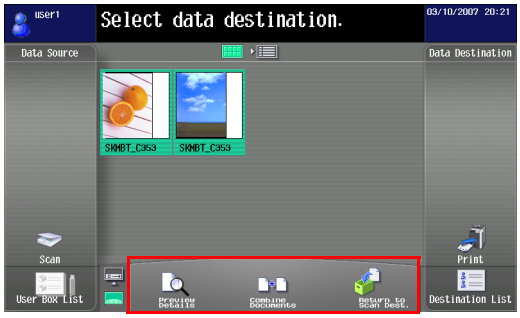
Select [Scan]



Select [User Box List]



Edit the scanned document in the Edit tool area as necessary.
For details, refer to "Edit" on page 5-8.



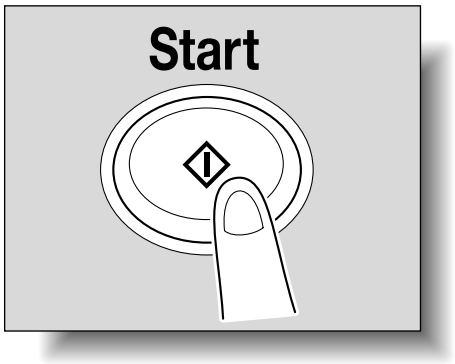
Specify the destination of scanned documents in the Data destination area.

- To print a document, touch [Print]. For details, refer to "Print" on page 5-9.
- To send a document, select the destination from [Destination List]. For details, refer to "Specify a recipient" on page 5-9.
- To save in an external memory, touch [Media] in the Destination List screen. For details, refer to "Save in external memory" on page 5-10.

Select [Print]

Select [Destination List]

When a destination is specified, the Send To area appear. For details, refer to "Send To" on page 5-10.
Press the [Start] key to start data transmission.

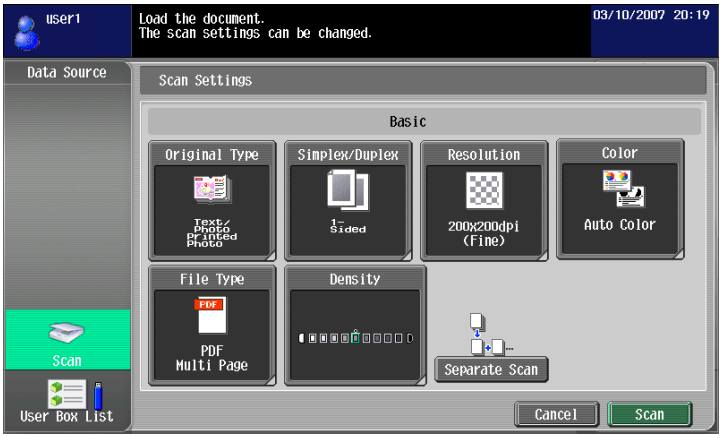


5.3.3 Scanning documents

Select "Scan" or "User BOX List" for scanning documents.

Scan

Touch [Scan] to display the scan setting screen. Specify the scan settings as required, and then touch [Scan].



Item	Description
Original Type	Select the image quality according to the contents of the original.
Simplex/Duplex	Select a scanning mode to either scan one or both sides of the original.
Resolution	Select the resolution for scanning.
Color	Select whether the original is to be scanned in color or black and white.
File Type	Select the file format for saving the scan data.
Density	Adjust the scanning density.
[Separate Scan]	The scan operation can be divided into several sessions for various types of documents, for example, when all pages of a document cannot be loaded into the ADF, when placing the document on the original glass, or when single-sided documents are combined with double-sided documents.

Load from user box

Selecting a user box from "User Box List" displays the Use Document screen. Select the document to be scanned, and then touch [OK].

Detail

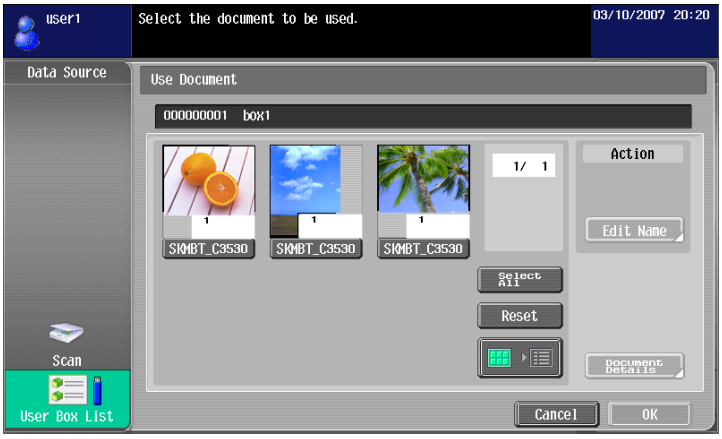
If the selected user box is password protected, the password input screen appears. Enter the password.

If "User Box" is specified as destination, multiple documents cannot be selected.

If "Print" is specified as destination, multiple documents cannot be selected.

If any other destination than "User Box" is specified as destination, copy documents cannot be selected.

Up to 10 documents can be selected at a time.



Item	Description
[Edit Name]	Changes the name of the selected document.
[Document Details]	Enables checking of detailed information and the viewing of a preview image of the selected document.

Load from external memory

Select the Media tab in the User Box List screen to display a list of documents in the external memory. To open a folder, select a desired folder, and then touch [Open].

Types of file loadable from an external memory are PDF, TIFF, JPEG and XPS. Select the document to be loaded, and then touch [OK]. Multiple documents cannot be loaded at a time.

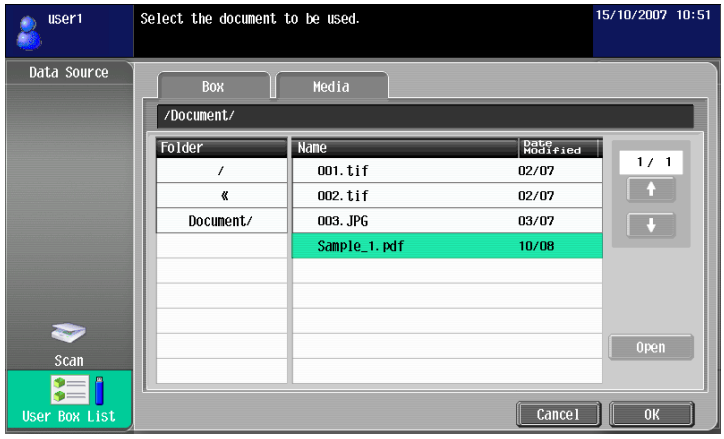
Detail

To connect an external memory, an optional local connection kit is required.

To load a document from an external memory, set "Print Document" of "External Memory Function Setting" to "ON". In addition, to perform user authentication, "Print" of "Function Permission" must be set to "Allow".

When loading from an external memory, only "Print" can be specified as destination.

If PageScope Authentication Manager is used as authentication server and log in using the authentication unit (biometric type) AU-101 or the authentication unit (IC card type) AU-202, you cannot print from an external memory.

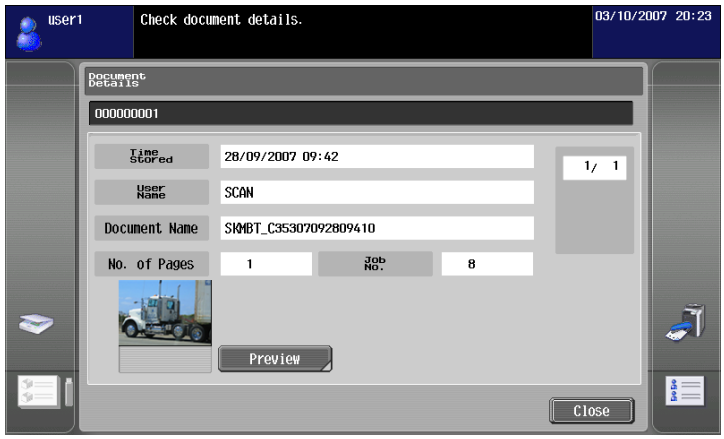


5.3.4 Edit

Edit the scanned document as necessary.

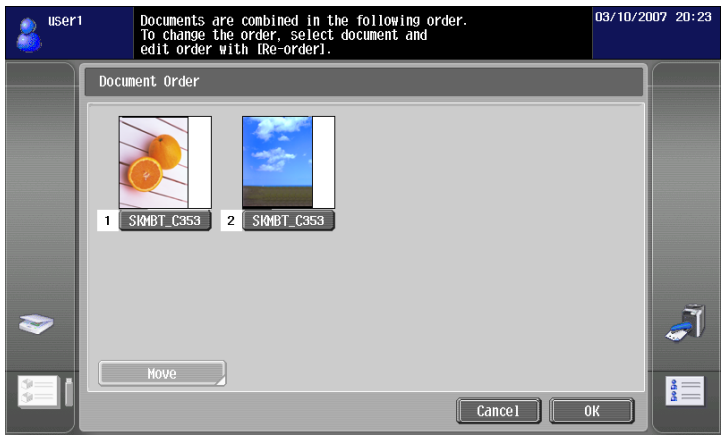
Preview

Enables checking of detailed information and the viewing of a preview image of the selected document.



Combine Documents

You can combine multiple documents into a single document. Touch [Move] to change the documents order to be combined.



Return to Scan Dest.

Touch "Return to Scan Dest." to restore the selected document to the source location.

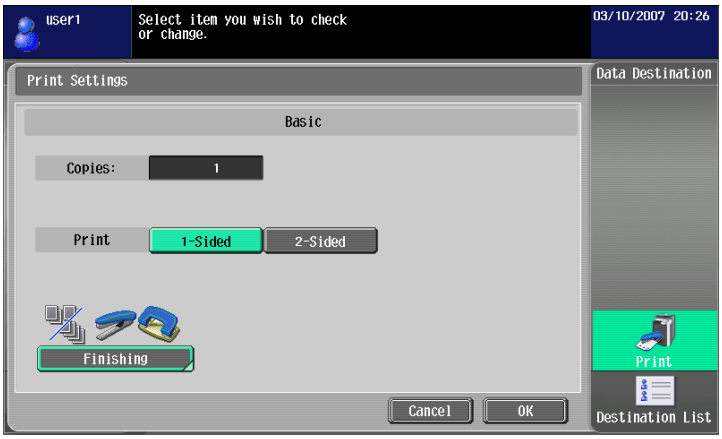
When you scanned, scanned documents are deleted. Documents loaded from a user box are restored in the user box.

5.3.5 Specify destination

Specify the destination of scanned documents.

Print

Touch [Print] to change the document order to be combined. Specify the printing settings, and then touch [OK].



Item	Description
Copies	Use the keypad to specify the number of copies to be printed.
Print	Select whether or not to print in 2-sided format.
Finishing	Configuration for Sort, Group, Offset, Staple, Punch, Position Setting of Staple or Punch can be specified.

Detail

The selectable items differ depending on the installed options.

Specify a recipient

From [Destination List], select the destination to send a document. Touch [Search] to display the destinations registered on the machine.

Detail

If My Address Book functions are available, touch the My Address tab to display My Address Book. For details on My Address Book, refer to "My Address Book function" on page 9-2.

When multiple documents are loaded, "User Box" cannot be selected as destination.

When copy documents are loaded, any other destination than "User Box" cannot be selected.

Save in external memory

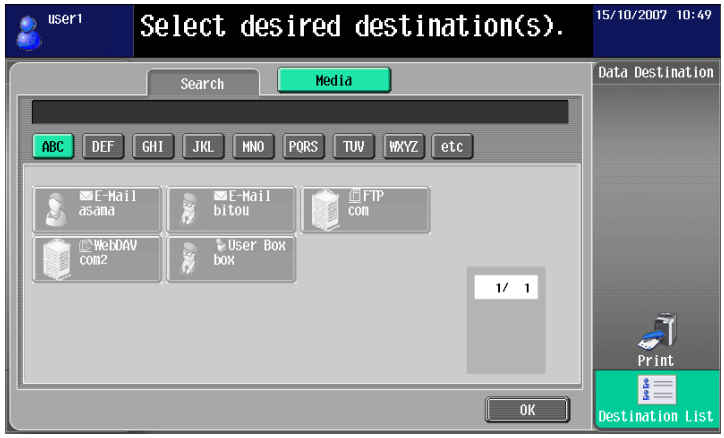
Select [Media] in the Destination List screen, and then touch [OK]. Only documents scanned and loaded can be saved in an external memory.

Detail

To connect an external memory, an optional local connection kit is required.

To save in an external memory, set "Save Document" of "External Memory Function Setting" to "ON". In addition, to perform user authentication, "Save to External Memory" of "Function Permission" must be set to "Allow".

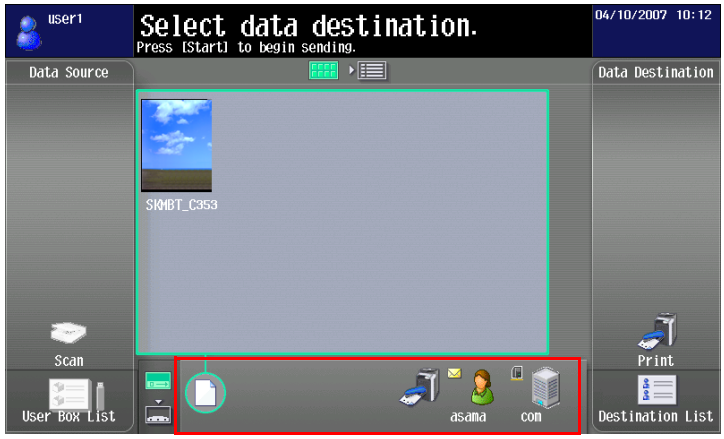
If "Print" is specified as destination, [Media] cannot be selected.



5.3.6 Send To

When a destination is specified, the Send To area appear. Scanned documents and destinations are displayed as icons at the bottom of the screen.

Touch the corresponding icons to display the details of data and specified destinations.



5.4 Customizing the Image Panel

If My Panel functions and My Address Book functions are available in the MFP, you can customize the Image Panel screen.

Detail

To customize the Image Panel screen, the following environment is required.

The My Panel functions and the My Address Book functions are available in the MFP.
User authentication is applied, and the user is logged in as a registered user.

Note

For details on the My Panel functions, refer to "My Panel functions" on page 8-2.

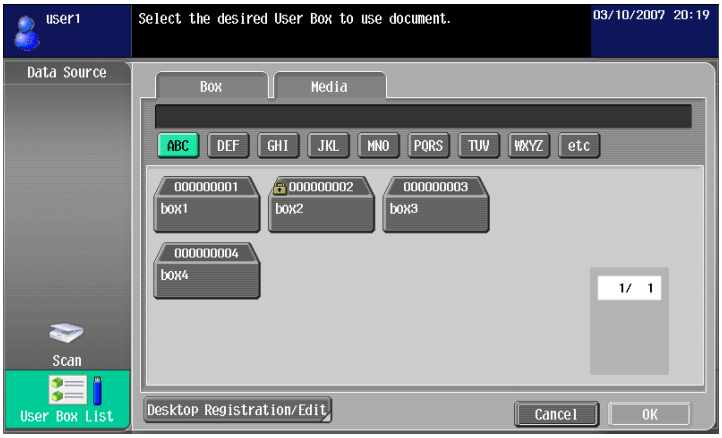
For details on the My Address Book functions, refer to "My Address Book function" on page 9-2.

5.4.1 Customizing Data Source area

In the Data Source area, you can register a shortcut icon of the frequently used user box.

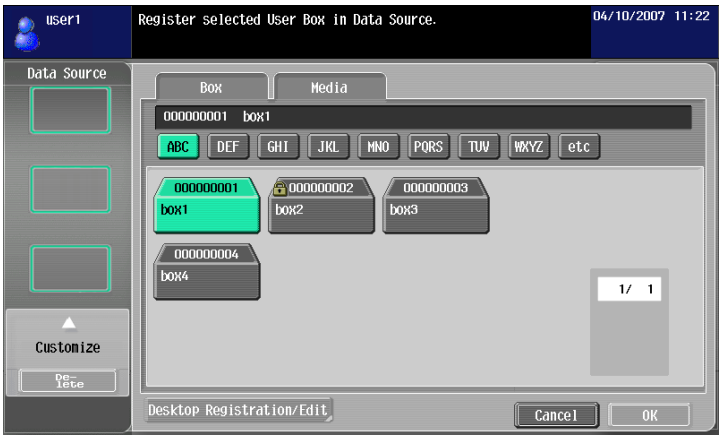
1 In "Data Source", touch [User Box List].

2 Touch [Desktop Registration/Edit].

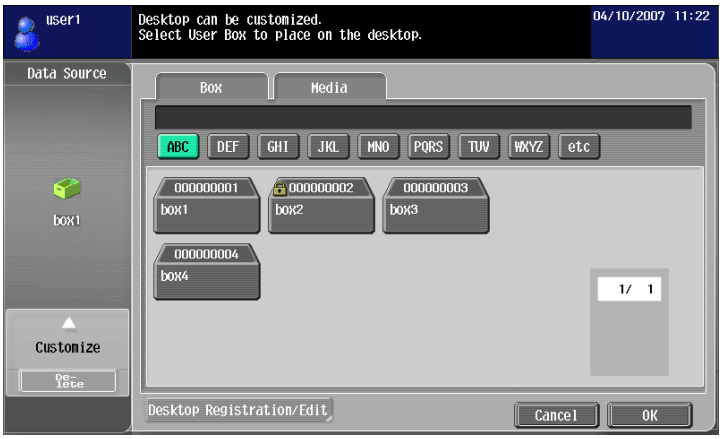


3 Select the user box to be registered in the Desktop area, and select the location to which you want to register the icon in the Data scan area.

- The user box that is registered in the Desktop area cannot be moved to another location of the desktop.
- If you select a desktop location in which another icon is registered, the icon is overwritten.



4 Touch [OK].



This registers the shortcut icon of the user box.

5.4.2 Customizing Data destination area

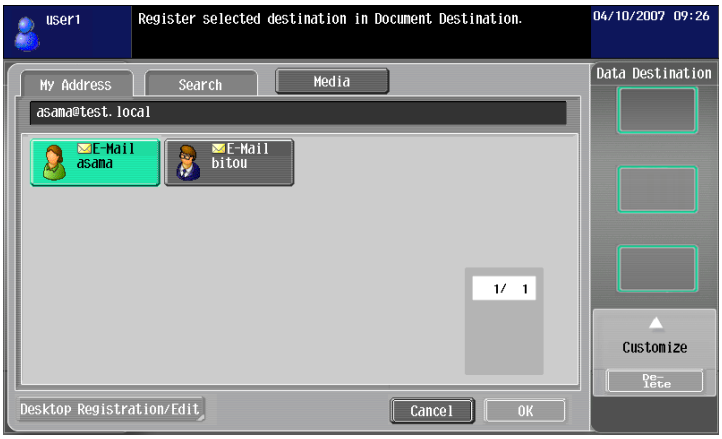
In the Data destination area, you can register a shortcut icon of the frequently used destination.

1 In the Data destination area, touch [Destination List].

2 Touch [Desktop Registration/Edit].

3 Select the destination to be registered in the Desktop area, and select the location to which you want to register the icon in the Data destination area.

- The destination that is already registered in the Desktop area cannot be moved to another location of the Desktop area.
- If you select a desktop location at which another icon is registered, the icon is overwritten.

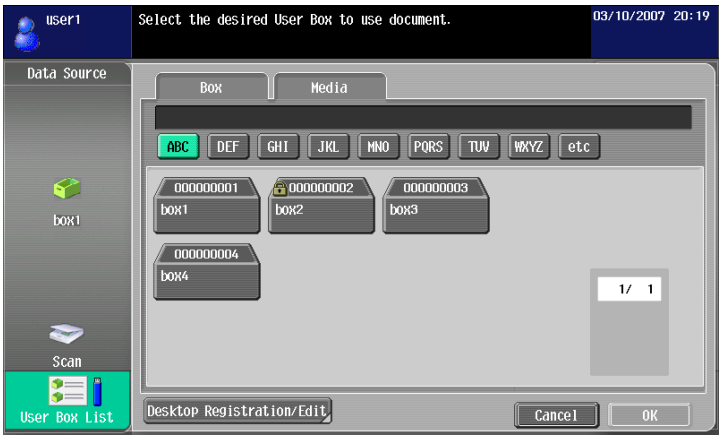


4 Touch [OK].

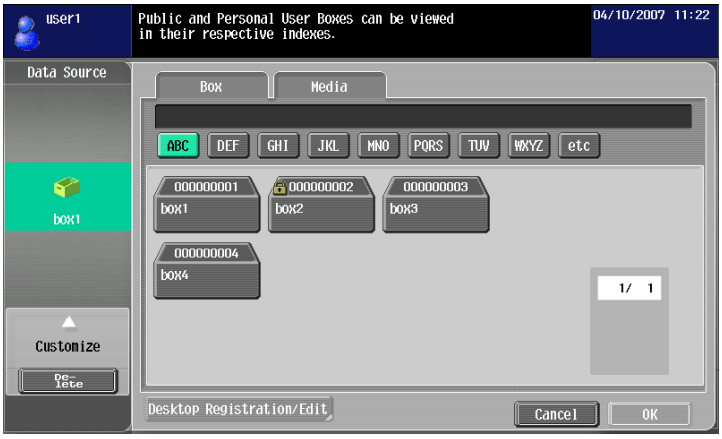
This registers the shortcut icon of the destination.

5.4.3 Deleting a registered shortcut icon

1 Touch [Desktop Registration/Edit].



2 Select the icon to be deleted.



3 Touch [Delete].

4 Touch [OK].

This deletes the shortcut icon.

6 Photo registration

6 Photo registration

6.1 Registering photo to the address book

By using PageScope Web Connection, you can add photo data to a registered address book entry.

To register photo data to an address book entry, the entry must be registered in the address book in advance.

Detail

This function is available on the MFP to which LK-101 or LK-103 is registered.

The registered photos are reflected to the Destination List of the Image Panel.

6.1.1 Photo data specifications

To register photo data, the following specifications are required:

Item	Specifications
File Type	BMP format, 24-bit color, uncompressed
Image size	48 × 48 pixels
Data size	6,966 byte

Detail

Photo data may not be scaled for registration.

6.1.2 Registering a photo

To register photo data, use PageScope Web Connection.

Note

For details on PageScope Web Connection, refer to the corresponding User's Guide.

Detail

To register photo data to an address book entry, the entry must be registered in the address book in advance.

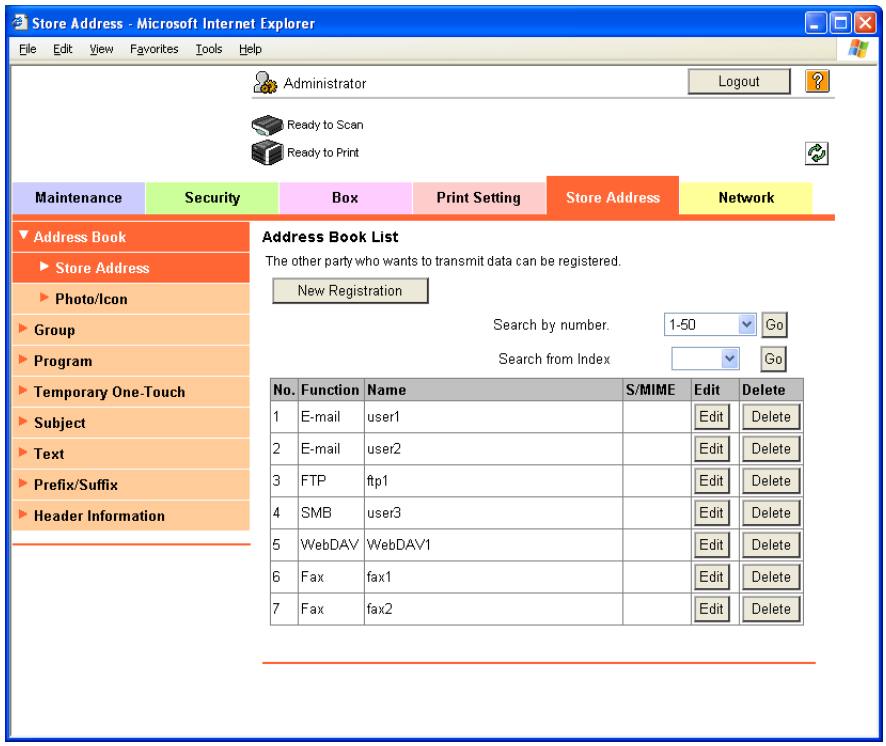
If My Address Book function is available, you can register photo data to the address book entry of My Address Book.

You must log in as a registered user to register photo data to an address book entry.

1 Log in as a registered user or administrator.

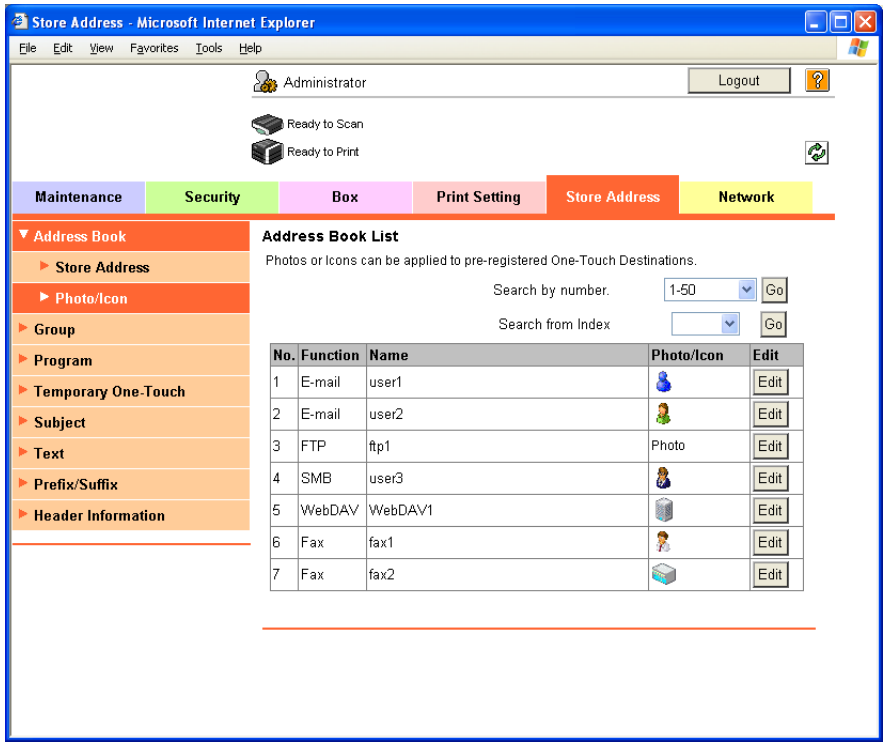
2 Select the Store Address tab.

3 Select the "Photo/Icon" menu.

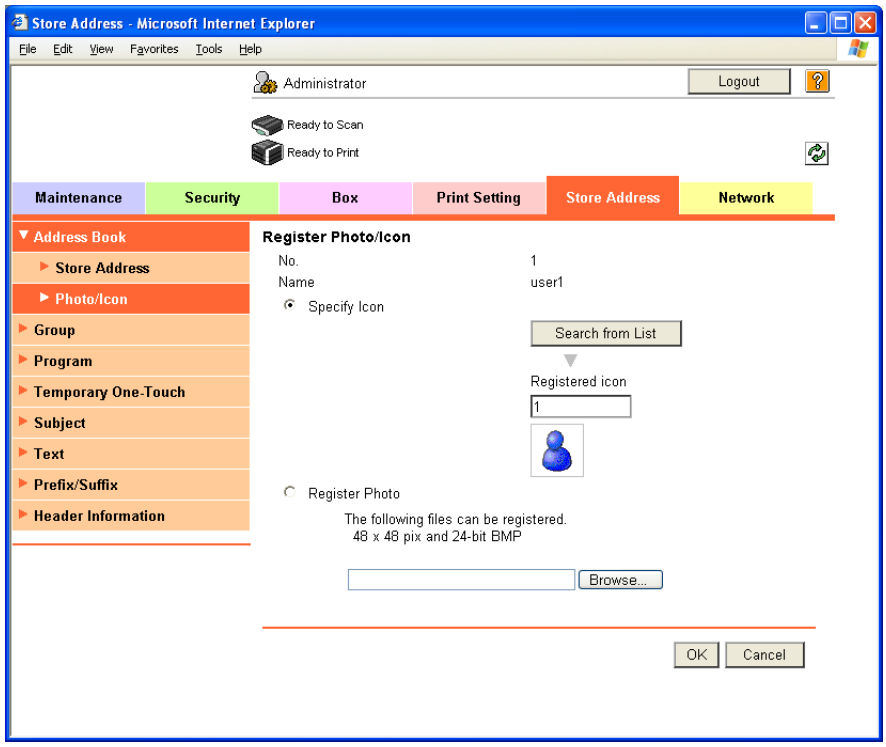


4 Select a desired address book entry, and then click the [Edit] button.

– If a photo is registered, "Photo" appears in the "Photo/Icon" column.



5 Select "Register Photo".



6 Click the [Browse] button, and then specify the source location of the photo to be registered.

7 Click the [OK] button.

7 PDF process functions

7 PDF process functions

7.1 PDF process functions

7.1.1 Overview

PDF process functions are capable of the following operations:

- When transmitting documents using scan/user box functions, and selecting PDF or compact PDF for file format, you can specify PDF properties.
- When transmitting documents using scan/user box functions, and selecting PDF or compact PDF for file format, you can encrypt PDF file by using a password or digital ID.
- When transmitting an encrypted PDF file, you can create a signature by using the certificate of the MFP.
- When printing documents using the direct print function, you can print a PDF file encrypted by AES.

Detail

This function is available on the MFP to which LK-102 or LK-103 is registered.

Note

For details on the scan or user box function, refer to the User's Guide for each function.

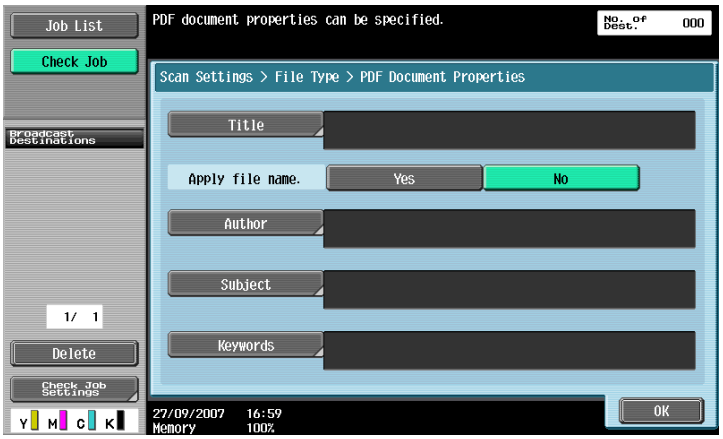
7.1.2 Properties of PDF documents

When transmitting documents using scan/user box functions, and selecting "PDF" or "Compact PDF" for file format, you can specify PDF properties.

Detail

You can also specify PDF properties when sending a document in User Box to another device in PDF format using PageScope Web Connection.

When saving a document in the user box using "Save Document" of the User Box function, you cannot specify PDF properties.



Item	Description
Title	Specify a title for the PDF file if [No] is selected for "Apply file name."
Apply file name.	Specify whether or not to use the file name as the title of a PDF file.
Author	Specify the author name. To perform authentication, the login name is specified for the author name.
Subject	Specify the subject of a PDF file.
Keywords	Specify the keywords of a PDF file.

7.1.3 Encryption and digital signature of PDF

By selecting "PDF" or "Compact PDF" for the file format when transmitting documents that have been scanned or saved in the user box, you can encrypt the PDF files using a password or a digital ID of the user. If a certificate is registered in the MFP, you can digitally sign a PDF file when transmitting the data.

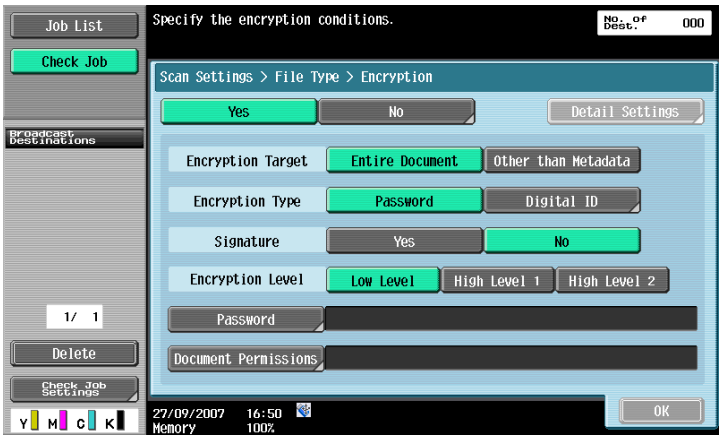
Note

For details on registering a certificate for the MFP, refer to the corresponding User's Guide.

Detail

You can also specify encryption and digital signature of PDF when sending a document in User Box to another device in PDF format using PageScope Web Connection.

Encrypting by using password



To encrypt a file by using a password, specify the following settings.

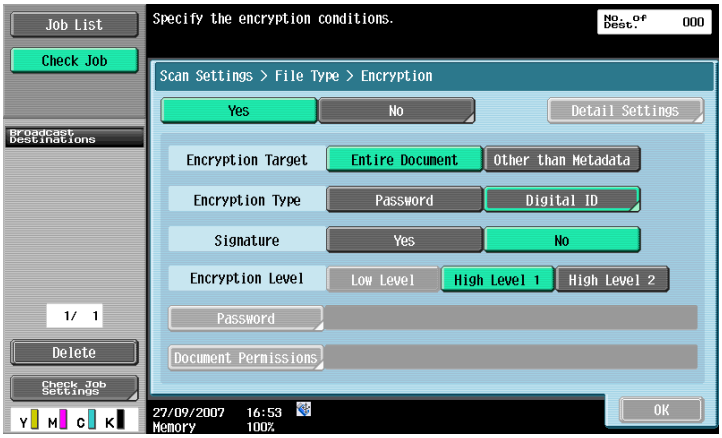
Item	Description
Encryption Target	Select the target for encryption. If [Other than Metadata] is selected, you can exclude the settings made in "Properties of PDF documents" from encryption target. If [Other than Metadata] is selected, you cannot select [Low Level] for "Encryption Level".
Encryption Type	Select [Password].
Signature	If a certificate is registered in the MFP, specify whether to sign a digital signature.
Encryption Level	Specify the encryption level. Low Level: RC4 encryption method (key length is 40 bits) High Level 1: RC4 encryption method (key length is 128 bits) High Level 2: AES encryption method (key length is 128 bits)
Password	Enter the password necessary to open the encrypted PDF. Enter the password twice for confirmation.
Document Permissions	Enter the password necessary to change document permissions. Enter the password twice for confirmation. When you specify document permissions, touch [Detail Settings] to specify detailed permissions. The setting range varies depending on the encryption level.

Detail Settings

Item	Description
Printing Allowed	Specify whether to allow printing PDF files. When you specify "High Level 1"/"High Level 2" for the encryption level, you can specify [Low Resolution].
Enable copying of text, images and other content.	Select whether or not to allow copying of text, images and other content.

Item	Description
Changes Allowed	Select the appropriate permission level for document changes including data signature, inputs and remarks.

Encrypting by using digital ID



To encrypt a file by using a digital ID of the user, specify the following settings.

Item	Description
Encryption Target	Select the target for encryption. If [Other than Metadata] is selected, you can exclude the settings made in "Properties of PDF documents" from encryption target.
Encryption Type	Touch [Digital ID]. Select [Digital ID] to display the screen for selecting a destination. Select the registered destination, or use the address search (LDAP) for selecting the destination to which a digital ID is registered. Select [Same as destination] to apply the digital ID of the destination. You can specify up to 100 digital IDs. **Detail** *Select [Digital ID] to display the screen for selecting a destination. In the screen, the E-mail address books for S/MIME transmission with attached digital ID appear. By selecting desired address book, digital ID to be used for encryption can be specified. Even if you specify a digital ID, the destination will still not be specified. You must specify the destination of the data separately.* *The available digital ID varies depending on the access permission level of the user.* *When saving a document in the user box, you cannot encrypt PDF files by using a digital ID.*
Signature	If a certificate is registered in the MFP, specify whether to sign a digital signature.
Encryption Level	Specify the encryption level. If digital ID is selected for encryption, you cannot select [Low Level] for "Encryption Level". High Level 1: RC4 encryption method (key length is 128 bits) High Level 2: AES encryption method (key length is 128 bits)

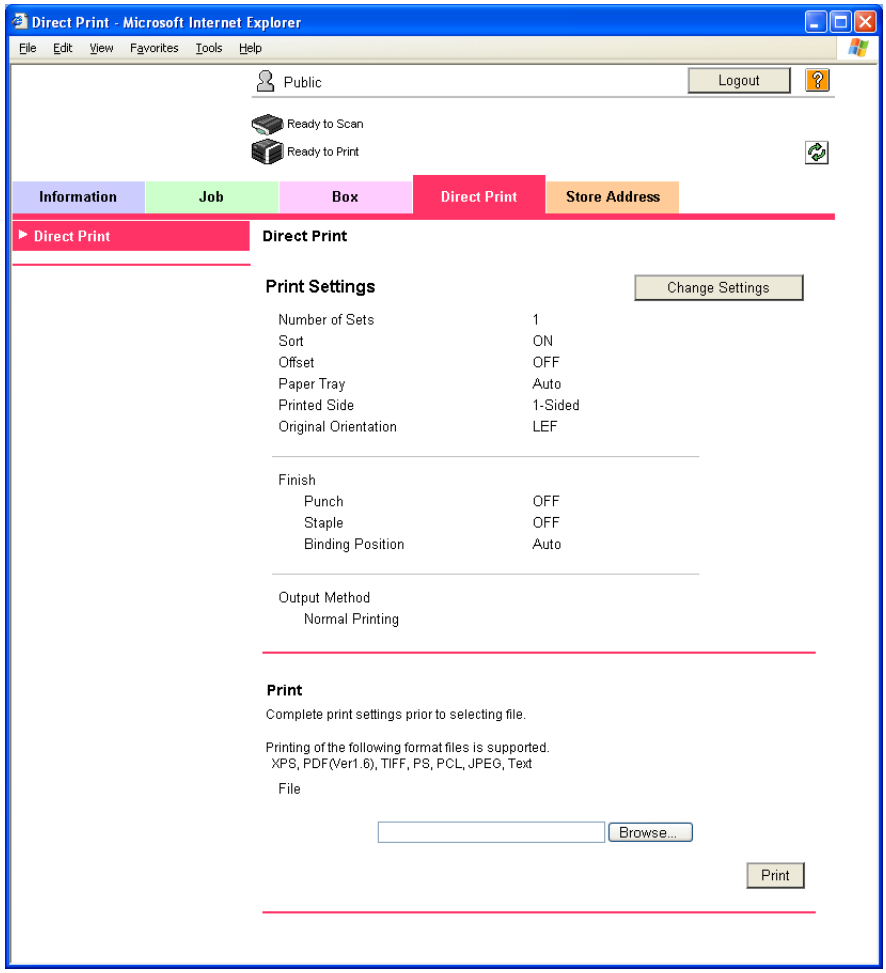
Note
For details on registering the digital ID of the user (sender) to the MFP, refer to the corresponding User's Guide.

7.1.4 Direct Print

When printing documents using the direct print function, you can print a PDF file encrypted by AES.

To perform direct printing, use PageScope Web Connection. Log in as a public user or a registered user, and select the Direct Print tab.

Click the [Browse] button to select the file, and then click the [Print] button.



...

Note

For details on PageScope Web Connection, refer to the corresponding User's Guide.

8 My Panel functions

8 My Panel functions

8.1 Overview

My Panel functions centrally manages the environment of the control panel (My Panel) and can be customized depending on the application being used to obtain My Panel on the MFP selected by the user. Using My Panel realizes the same level of operability on multiple MFPs in the network environment.

Detail

This function is used in conjunction with the PageScope My Panel Manager. For details on enabling the function, refer to the manual for the PageScope My Panel Manager.

Alternatively, settings for My Panel can be specified by the PageScope My Panel Manager. For details, refer to the PageScope My Panel Manager.

8.1.1 Customizable parameters

My Panel can customize the following.

- Setting of the language displayed in the control panel
- Setting of the unit system displayed when inputting numerical values.
- Layout of shortcut keys in the Basic screen in copy mode and settings for the Basic screen
- Layout of shortcut keys in the Basic screen in the Scan/Fax mode and settings for the Basic screen
- Color selection for the control panel
- Display of the main menu of My Panel
- Display of the initial screen of the control panel

Detail

If My Panel functions and My Address Book functions are available in the MFP, you can customize the Image Panel screen. For details, refer to "Customizing the Image Panel" on page 5-11.

8.1.2 Flow of the My Panel functions

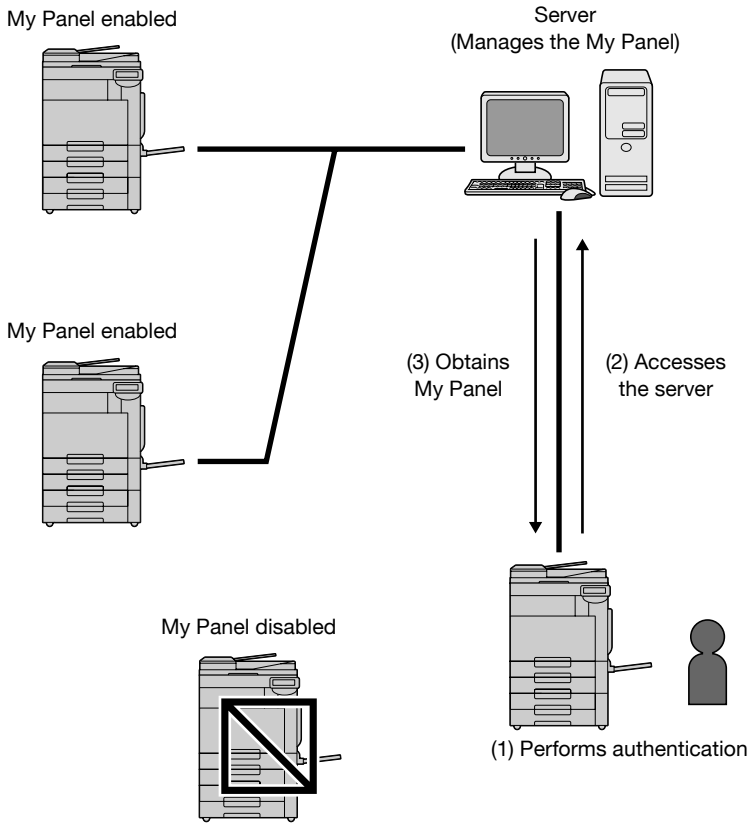
This section describes the flow of the My Panel functions.

The user performs user authentication for the selected MFP. If the user authentication is successfully performed, the MFP automatically accesses the server to obtain My Panel for the user logged on.

The user can use My Panel during the login. When the user logs off, My Panel is disabled.

Detail

If connection to the server fails, check the network connection.



8.1.3 Restrictions on using the My Panel functions

My Panel has the following restrictions.

- Only the user can register, edit, or delete My Panel. The administrator of MFP can not operate My Panel.
- If My Panel is not customized, the language, unit system, and color selection for the control panel conform to the settings for the MFP.
- If My Panel is not customized, the initial screen of the control panel displays the main menu of My Panel.
- Only copier setting memory and scan/fax setting memory registered for the MFP to be used are available.
- Depending on the MFP functions or options installed in the MFP on which My Panel is used, the operating environment specified as My Panel may not be available.
- Registration, edition, or deletion of My Panel may cause an error depending on the connection condition to the server. If an error occurs, check the network connection.

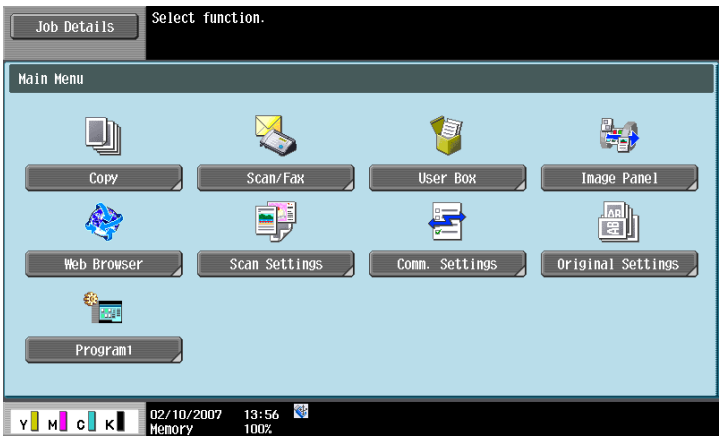
8.2 Displaying My Panel

8.2.1 Main Menu screen of My Panel

The Main Menu screen appears first when displaying My Panel.

The user can freely layout frequently used functions and shortcut keys in the setting memory on the Main Menu screen. Twelve types of shortcut keys can be registered in the Main Menu screen.

For details on specifying settings for the Main Menu screen, refer to "Main Menu Settings" on page 8-9.



8.2.2 Displaying the Main Menu screen

When using the My Panel functions, the user can change the initial screen to be displayed after performing authentication. Use the Application Menu screen to access the Main Menu screen of My Panel from a different initial screen.

Touch [My Panel] on the Application Menu screen to access the Main Menu screen of My Panel.

Note

The initial screen displayed after authentication can be changed using [My Panel Settings]. For details, refer to "Initial Screen Settings" on page 8-11.

For details on the Application menu, refer to "Assignment of application keys" on page 2-2.

8.3 Customizing My Panel

To customize My Panel, use [My Panel Settings] of "Utility" menu.

8.3.1 My Panel Settings

The following items can be specified.

Item	Description
Language Setting	Specify the language to be used on the control panel. For details, refer to "Language Setting" on page 8-6.
Measurement Unit Settings	Specify the unit of numerical values displayed on the control panel. For details, refer to "Measurement Unit Settings" on page 8-6.
Copier Settings	Specify the settings for the Basic screen in copy mode and shortcut keys. For details, refer to "Copier Settings" on page 8-6.
Scan/Fax Settings	Specify settings for the Basic screen in the Scan/Fax mode and shortcut keys. For details, refer to "Scan/Fax Settings" on page 8-7.
Color Selection Settings	Specify the color selection for the control panel. For details, refer to "Color Selection Settings" on page 8-9.
Main Menu Settings	Specify settings for the Main Menu screen of My panel. For details, refer to "Main Menu Settings" on page 8-9.
Initial Screen Settings	Specify settings for the initial screen to be displayed after performing user authentication. For details, refer to "Initial Screen Settings" on page 8-11.

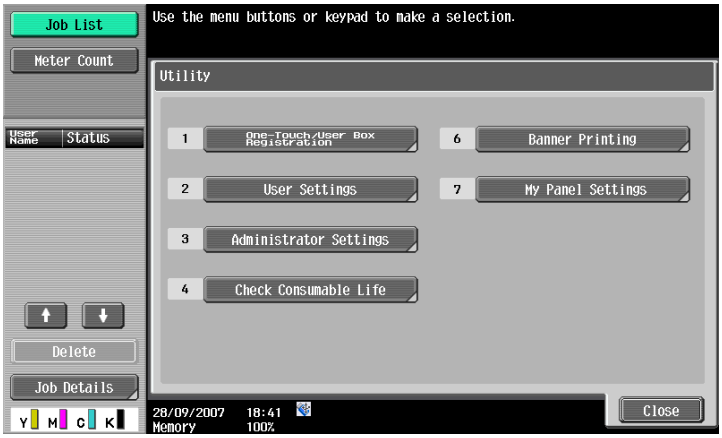
8.3.2 Displaying the My Panel Settings screen

When My Panel functions are enabled, the Utility menu displays [My Panel Settings].

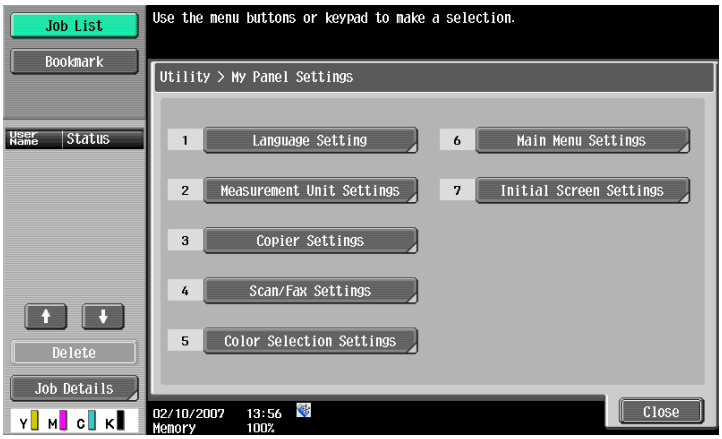
1 Log in as the registered user.

2 Touch [Utility/Counter].

3 Touch [My Panel Settings].



The My Panel Settings screen appears

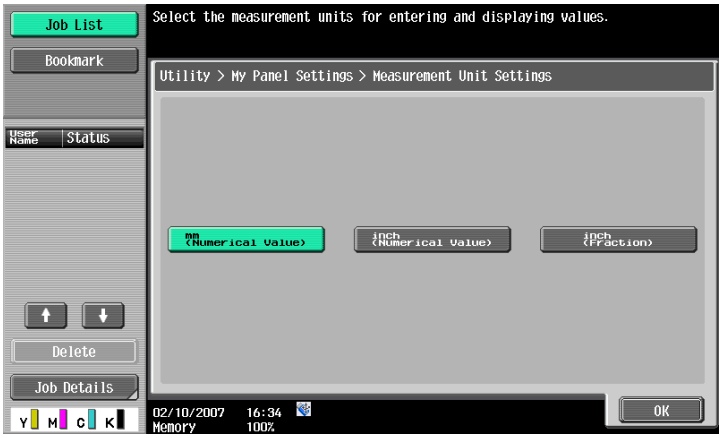


8.3.3 Language Setting

Specify the language to be used for the control panel from the languages available on the MFP.

8.3.4 Measurement Unit Settings

Select "mm (Numerical Value)", "inch (Numerical Value)", or "inch (Fraction)" as the unit of length to be used for the control panel.



8.3.5 Copier Settings

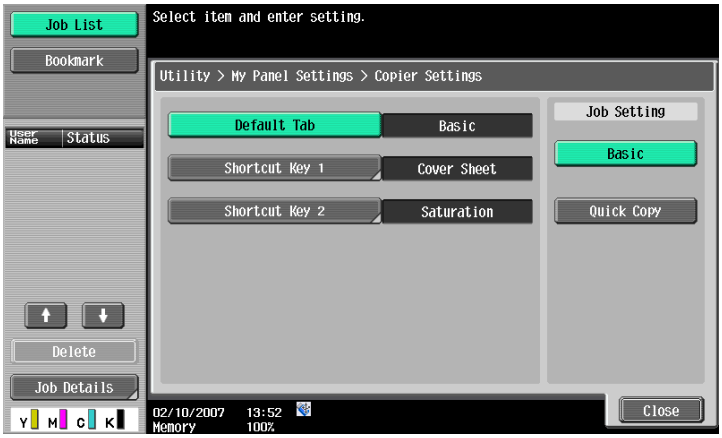
Specify settings for the Basic screen in copy mode and shortcut keys.

Default Tab

Specify settings for the Basic screen in copy mode from the Basic screen or the Quick Copy screen.

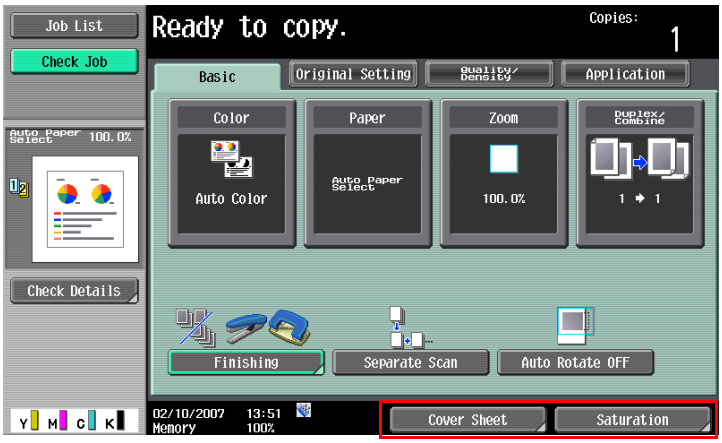
The Basic screen is the normal basic display.

As for the Quick Copy screen, parameters for the Basic screen are displayed in one screen, which is convenient for multiple settings.



Shortcut keys

Shortcut keys for frequently used application functions can be added to the Basic screen in copy mode. Up to two shortcut keys can be programmed.



Detail

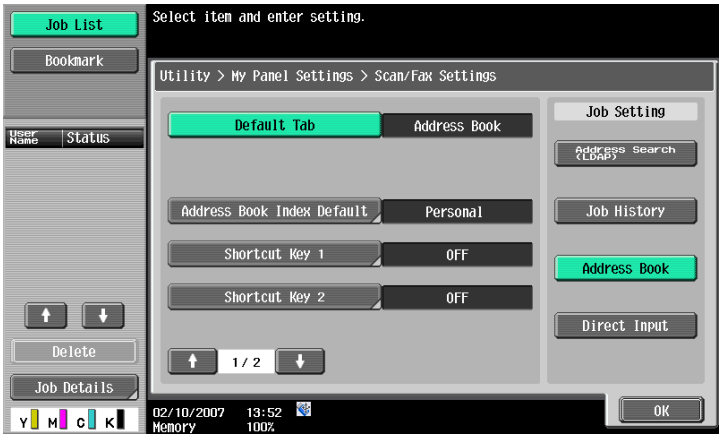
If the image controller icon is displayed, only one shortcut key for the Basic screen can be programmed.

8.3.6 Scan/Fax Settings

Specify settings for the Basic screen in the Scan/Fax mode and shortcut keys.

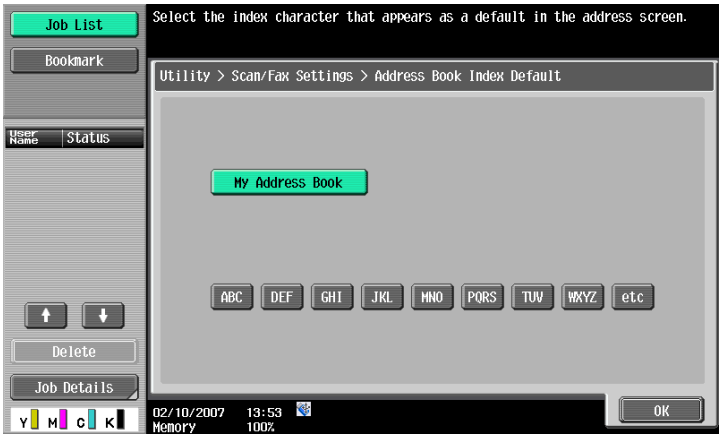
Default Tab

Specify the Default tab of the Scan/Fax mode, selecting from "Address Search (LDAP)", "Job History", "Address Book" or "Direct Input".



Address Book Index Default

When using the public address book, specify the type of the index to be displayed in "Select from Address Book". As a default, [My Address Book] is selected.

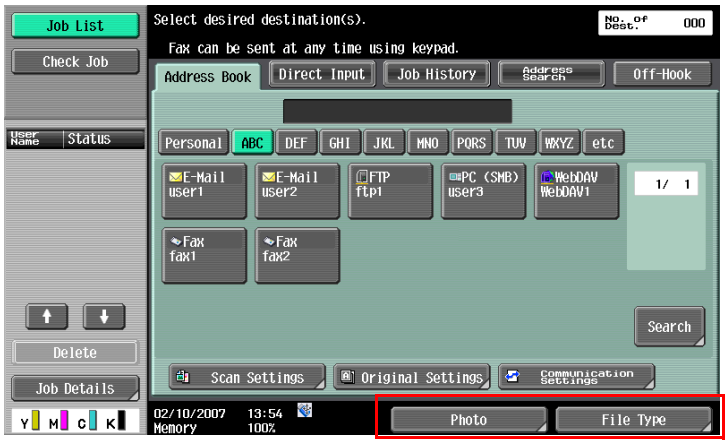


Note

For details on My Address Book, refer to "My Address Book function" on page 9-2.

Shortcut keys

Shortcut keys for frequently used application functions can be added to the Basic screen in the Scan/Fax mode. Up to two shortcut keys can be programmed.



Detail

If the image controller icon is displayed, only one shortcut key for the Basic screen can be programmed.

Default Address Book

As the display method for "Default Address Book", select "Index" or "Address Type".

8.3.7 Color Selection Settings

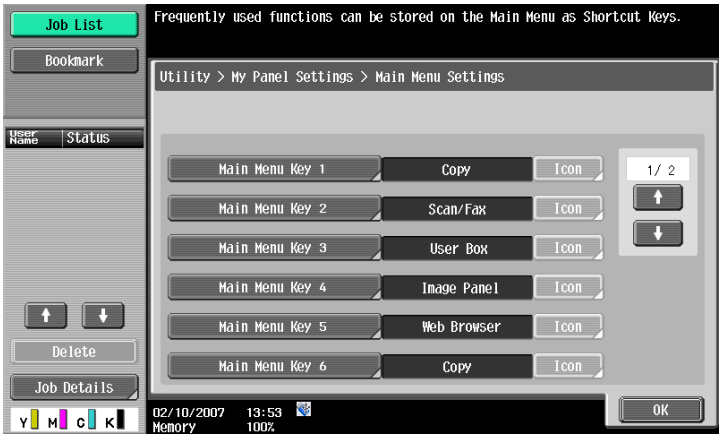
As the color to be selected when keys for the control panel are selected, specify "Green", "Blue", "Yellow", or "Pumpkin".

8.3.8 Main Menu Settings

Specify settings for the Main Menu screen of My Panel. The user can freely layout frequently used functions and shortcut keys in the setting memory on the Main Menu screen.

Main Menu Settings screen

Shortcut keys to be displayed on the Main Menu screen are called the main menu keys; up to 12 types of keys can be registered. To register the shortcut icon for setting memory as a main menu key, touch [Icon].



Registering main menu keys

Functions, copy function setting, scan/fax function setting, copier setting memory, and scan/fax setting memory are assigned to respective main menu keys.

Item	Description
Function	Registers a shortcut key for each of the Copy, Scan/Fax, User Box, Image Panel, or Web Browser functions.
Copy Function Settings	Registers a shortcut key to each function of color mode, paper setting, zoom setting, duplex/combine, and finishing.
Scan/Fax functions setting	Registers a shortcut key to each of Scan/Fax functions including scan setting, original setting, and communication setting.
Copy Program Settings	Registers a shortcut key to copier setting memory registered in the MFP. In the Main Menu screen, touch [Icon] to register the shortcut icon for setting memory. The shortcut key for copy setting memory can be used only on the registered MFP.
Scan/Fax Program Settings	Registers a shortcut key to scan/fax setting memory registered in the MFP. In the Main Menu screen, touch [Icon] to register the shortcut icon for setting memory. The shortcut key for scan/fax setting memory can be used only on the registered MFP.

Note

For details on registering copy program settings and scan/fax program settings, refer to the related User's Guide.

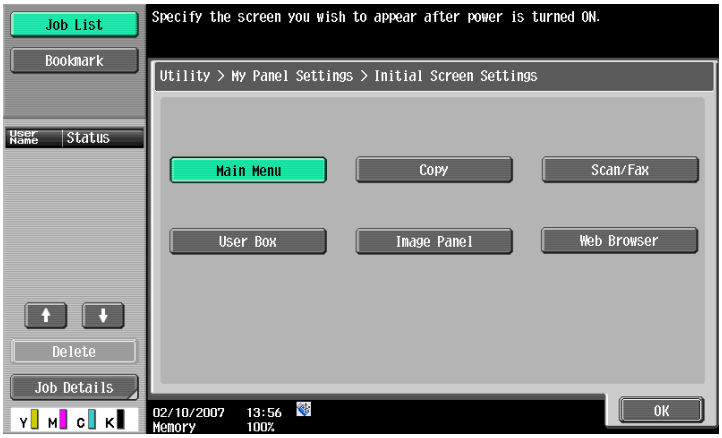
Detail

When the Web browser function or Image Panel function is enabled, the keys can be set on the Main Menu screen.

If authentication is performed with PageScope Authentication Manager, Web browser function is not assigned to the main menu keys.

8.3.9 Initial Screen Settings

Specify the initial screen to be displayed after performing user authentication from the Main Menu, Copy, Scan/Fax, User Box, Image Panel, or Web Browser. By default, the Main Menu screen for My Panel appears.



Detail

When the Web browser function or Image Panel function is enabled, this screen can be specified as the initial screen.

If authentication is performed with PageScope Authentication Manager, Web browser function is not specified as the initial screen.

9 My Address Book function

9 My Address Book function

9.1 Overview

My Address Book function that the personal address book (My Address Book) is centrally managed on the server, and a user can use My Address Book obtained from the selected MFP.

Detail
This function is used in conjunction with the PageScope My Panel Manager. For details on enabling the function, refer to the manual for the PageScope My Panel Manager.

Alternatively, settings for My Address Book can be specified by the PageScope My Panel Manager. For details, refer to the manual for the PageScope My Panel Manager.

9.1.1 Classifying the address book

When the My Address Book functions are enabled, the address books are classified into the following two. A user is logged on to the MFP can access both address books.

Public address book

The public address book is an address book accessible to any user who is registered in the machine of the MFP selected by the user. In the public address book, the address book, group destination, and program address can be registered.

Since the public address book is registered in the machine of the MFP, available addresses are determined depending on the MFP. The public address book can be registered, edited, or deleted by the user or administrator.

Detail
If registration/edition of the addresses are prohibited by administrator settings, the public address book cannot be registered or edited.

Note
For details on registering an address, refer to the User's Guide [Network Scan/Fax/Network Fax Operations].

My Address Book

My Address Book is an address book accessible only to the user who is managed by the server. The user can register frequently used addresses and group destinations in My Address Book.

Since My Address Book is obtained from the server and used on the MFP selected by the user, it can be used on any MFP on which the My Address Book functions are available. Only the user can register, edit, or delete My Address Book.

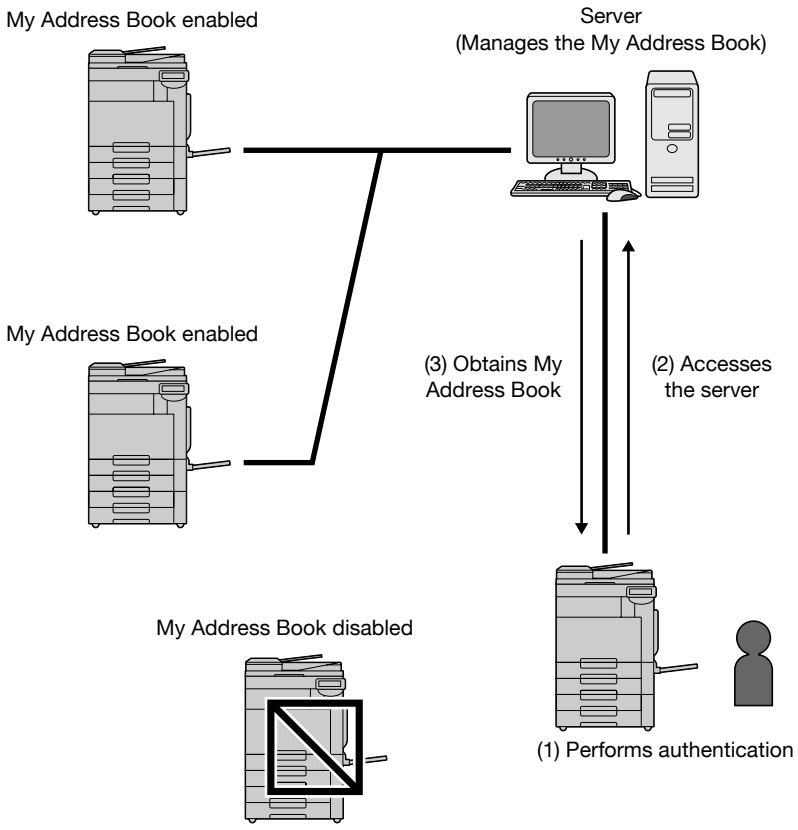
9.1.2 Flow of the My Address Book functions

This section describes the flow of the My Address Book functions.

The user performs user authentication for the selected MFP. If the user authentication is successfully performed, the MFP automatically accesses the server to obtain My Address Book for the user logged on.

The user can use My Address Book during the login. When the user logs off, My Address Book is disabled.

Detail
If connection to the server fails, check the network connection.



9.1.3 Restrictions on using the My Address Book functions

My Address Book has the following restrictions.

- Only the user can register, edit, or delete My Address Book. The administrator of MFP can not operate My Address Book.
- In My Address Book, up to 100 addresses and up to 10 group destinations (up to 100 addresses per group can be registered) can be registered.
- When the number of registered addresses in My Address Book reaches the maximum, new addresses cannot be registered.
- Program addresses cannot be registered in My Address Book.
- Addresses cannot be searched for based on an index in My Address Book.
- Addresses for the user box can be used only on the MFP in which destinations are registered.
- Depending on settings for the MFP or options installed to the MFP on which My Address Book is used, transmission specified for [Select from Address Book] may not be performed.
- Registration, edition, or deletion of My Address Book may cause an writing error depending on the connection condition to the server. If an error occurs, check the network connection.

9.2 Registering or editing an address

Register frequently used personal addresses in My Address Book. Use one of the following registration methods:

- Using the control panel of the MFP
- Using PageScope Web Connection from a computer on the network
- Using the PageScope My Panel Manager

In My Address Book, addresses and group destinations can be registered. This section describes the registration method using the control panel of the MFP.

9.2.1 Address Book

Frequently used fax number, E-mail address, or registered user boxes can be registered in the address book. In My Address Book, up to 100 addresses can be registered.

1 Log in as the registered user.

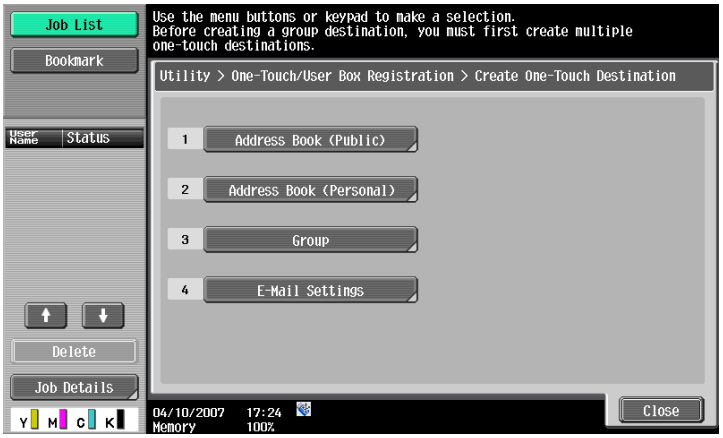
2 Touch [Utility/Counter].

3 Touch [One-Touch/User Box Registration].

4 Touch [Create One-Touch Destination].

5 Touch [Address Book (Personal)].

- Touch [Address Book (Public)] to register addresses in the public address book.
- If registration/edition of addresses are prohibited by administrator settings. the public address book cannot be registered or edited. For details, contact your administrator.

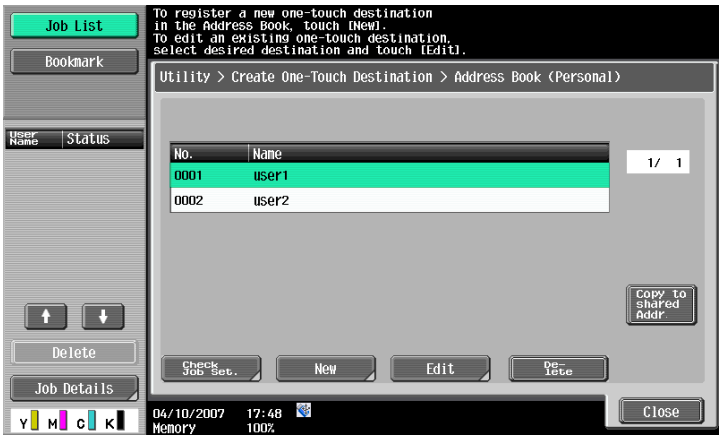


A list of addresses registered in the address book (personal) appears.

6 Touch [New].

- To edit a registered address, select the desired address, and then touch [Edit].
- To delete a registered address, select the desired address, and then touch [Delete].

– To check a registered address, select the desired address, and then touch [Check Job Set.].



7 Select the type of destination to be registered, and then specify settings for required items.

Note
For details on registering an address, refer to the corresponding User's Guide.

9.2.2 Group

Multiple addresses in My Address Book can be registered as a group destination by grouping. In My Address Book, up to 10 group destinations (up to 100 destinations per group can be registered) can be registered.

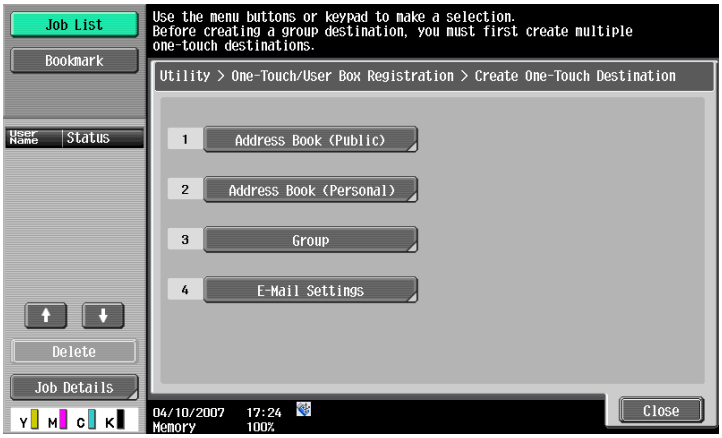
1 Log in as the registered user.

2 Touch [Utility/Counter].

3 Touch [One-Touch/User Box Registration].

4 Touch [Create One-Touch Destination].

5 Touch [Group].

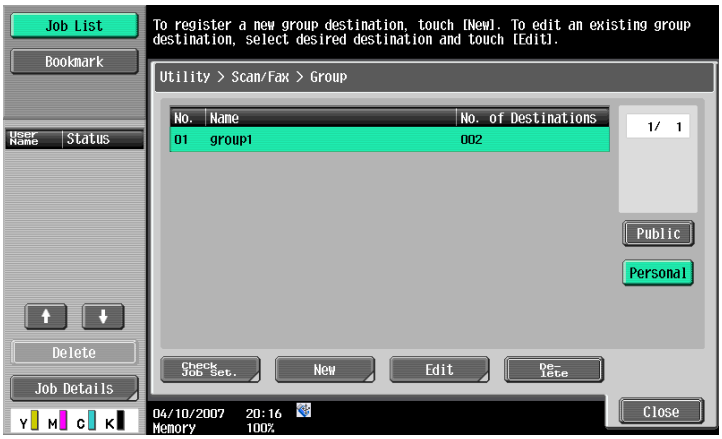


A list of registered group destinations appears.

6 Touch [Personal], then [New].

– To edit a registered group destination, select the desired group destination, and then touch [Edit].
– To delete a registered group destination, select the desired group destination, and then touch [Delete].
– To check a registered group destination, select the desired group destination, and then touch [Check Job Set.].

– Touch [Public] to display the public group destinations.



7 Check that [Personal Group] is selected as destination, and then specify settings for required items.

– When [Address] is selected, the addresses registered in My Address Book are displayed. Select addresses to be grouped.

Note

For details on registering group destinations, refer to the corresponding User's Guide.

9.3 Copying registered addresses between the address books

Registered addresses can be copied between the public address book and My Address Book.

Detail

Group destinations cannot be copied between these address books.

9.3.1 Copying the addresses in the public address book to My Address Book

The registered addresses in the public address book can be copied to My Address Book.

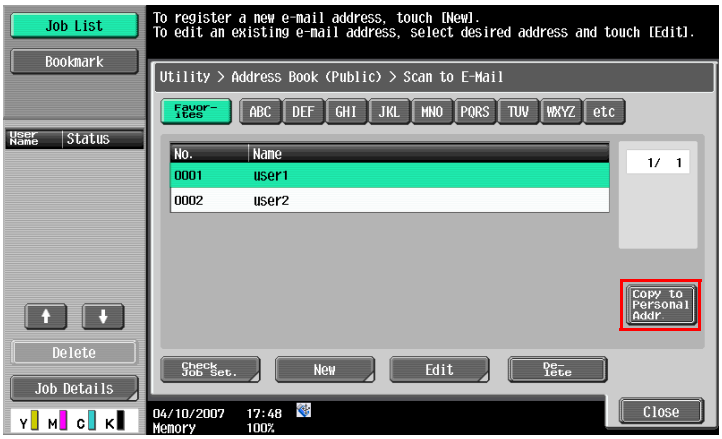
1 Display the Create One-Touch Destination screen

2 Touch [Address Book (Public)].

3 Select the desired destination type.

A list of addresses of the selected destination type is displayed.

4 Select the address to be copied, and then touch [Copy to Personal Addr.].



5 On the confirmation dialog box, select [Yes], and then touch [OK].

The selected address is copied.

9.3.2 Copying the addresses in My Address Book to the public address book

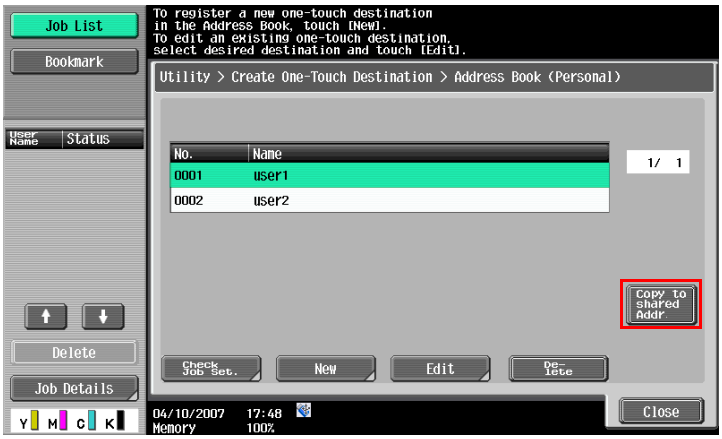
The registered addresses in My Address Book can be copied to the public address book.

1 Display the Create One-Touch Destination screen

2 Touch [Address Book (Personal)].

A list of addresses registered in the address book (personal) appears.

3 Select the address to be copied, and then touch [Copy to Shared Addr.].



4 On the confirmation dialog box, select [Yes], and then touch [OK].

The selected address is copied.

9.4 Using My Address Book when sending

When sending a document in Scan/Fax mode or sending a document saved in the user box, a desired address in My Address Book can be specified.

9.4.1 Specifying an address

When using the My Address Book functions, the following screen appears when specifying an address.

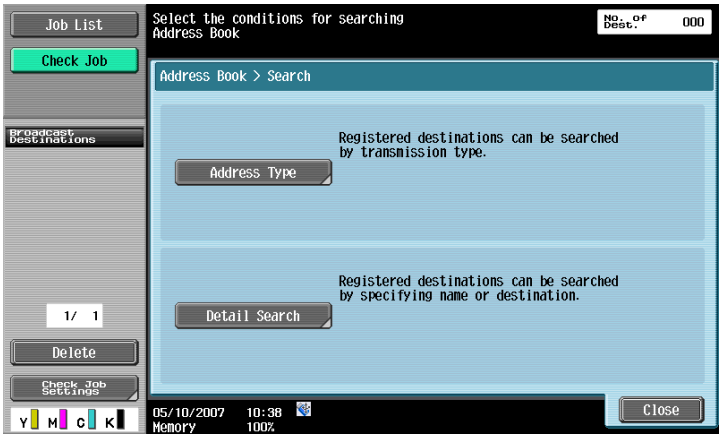
Addresses registered in My Address Book are displayed depending on the destination type. Select a desired destination key.

To specify an address registered in the public address book, touch [Public].

9.4.2 Searching for an address

When the desired address is not found, the address can be searched for. Touch [Search] on the screen used for searching for an address.

[Address Type] searches for the address based on the type of the registered address. [Detail Search] searches for the registered addresses based on the name of the address or part of registered data.



10 Index

10 Index

10.1 Index

A

Address Book 9-2, 9-4, 9-7
Animation 3-9
Application key 1-2, 2-2
Application Key Settings 2-3
Application menu 2-3
Application menu key 2-2

B

Bookmark 3-6, 3-7
Browser Information 3-9

C

Cache 3-9, 4-2
Color Selection Settings 8-9
Cookies 3-9
Copier Settings 8-6
Copy Program Settings 8-10
CSS 3-9
Customize 2-2, 5-11, 8-2

D

Delete 4-9
Digital ID 7-4
Digital signature 7-3
Direct Print 7-4
Display Mode 3-9

E

Encoding 3-9
Encryption 7-3
External memory 5-7, 5-10

F

File List 4-7
Form Input History 3-9

G

Group 9-5

H

History 3-7
Home Page 3-9

I

Image 3-9
Image Panel 1-2, 5-2
Initial Screen Settings 8-11

J

Japanese hyphenation check 3-9
JavaScript 3-9
Just-Fit Rendering 3-5

L

Language Setting 8-6
LK-101 1-2
LK-102 1-2
LK-103 1-2
Login 4-5
Logout 4-5

M

Main Menu 8-4
Main Menu Settings 8-9
Measurement Unit Settings 8-6
Menu 3-8
My Address Book 1-3, 9-2
My Panel 1-3, 8-2
My Panel Settings 8-5

O

Opening user box 4-6

P

Page Memos 3-9
Page Tasks 3-9
PageScope My Panel Manager 1-3
PageScope Web Connection 4-2, 6-2
Password 7-3
PDF 3-11, 7-3
PDF process 1-2, 7-2
Photo registration 1-2, 6-2
Pop-Up window 3-9
Print 3-7, 4-8
Properties of PDF documents 7-2
Proxy 3-9
Public address book 9-2

R

Rapid-Render 3-9

S

Scan/Fax Program Settings 8-10
Scan/Fax Settings 8-7
Security 3-9
Selected Color 3-9
Send To 5-10
Smart-Fit Rendering 3-5
Specifications 3-2, 6-2

T

Tab Tasks 3-9
Table 3-9
Toolbar 3-6

U

URL Input 3-7
User Box 4-6

V

View 3-9

W

Web browser 1-2, 3-2, 3-9
Word Wrap 3-9

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